SAHEED ZAINAB MOTUNRAYO

H.D.

ENGINEERING| ADMINI STRATION| WEB DEVELOPMENT| BUSINESS

**CONTACTS PROFESSIONAL SUMMARY**



Ilorin, Kwara State.



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# EDUCATION

## HND – Mechanical Engineering

Kwara State Polytechnic.

2018.

## ND – Mechanical Engineering

Kwara State Polytechnic.

2014.

# CORE STRENGTHS

* Mechanical Designs
* Administrative Support
* Database Management
* Inventory and Office Supply
* Website Development
* Quality Control/Qual. Assurance
* Facilities Maintenance
* Business Support
* Sales and Marketing
* Project Management
* Technical Support
* Business Development
* Pragmatic and energetic with one year of providing administrative support with exceptional organizing, time management, and problem-solving skills.
* Implemented appointment booking systems that increased the office

operating efficiency by 19%. Successfully employed a file management system that improved the ease of data retrieval by 29%.

* Proficient in taking up new business development challenges, marketing,

project management, business support, technical support, and sales.

* Ability to multi-task in a competent, efficient manner with solution-oriented work habits in a result-oriented fast-paced business environment. Skilled in leadership, analytical, technical, Ms. Office, and communication.

# WORK EXPERIENCE

**Secretary | Nov. 2018 – Nov. 2019**

Federal Ministry of Works and Housing. Birnin Kebbi, Kebbi State.

1. Utilized the computer system to type reports, memos, and other correspondence. Screened phone calls, attended to emails, and routed callers. Performed data entry, organized files, and maintained database.
2. Assisted in overseeing office supply and inventory and maintaining office files, documents, and records for audit trail and compliance.
3. Scheduled appointments, assisted in preparing meetings & conferences; answered and directed calls and responded to emails.
4. Implemented appointment booking systems that increased the office operating efficiency by 19%. Executed a variety of secretarial operations, which includes typing, editing, and formatting reports and documents.
5. Employed a file management system that improved the ease of data retrieval by 29%. Provided real-time scheduling support for booking appointments and employee/staff calendars.
6. Provided other clerical tasks to support the day-to-day office administration

# CERTIFICATIONS

Web Dev. (HTML, PHP, MySQL) | Industrial Training Fund. 2020.

QA/QC | Talent Field Skills Acquisition School. 2019.

# PROFICIENCY PROFESSIONAL SKILLS

Leadership

Planning

Customer Service

MS Office

Organizing

Problem Solving Critical Thinking

Team Development Analytical

* Strong communication (both verbal and written) skills, process thinking ability, organizational skills, and leadership ability.
* Extreme ability to effectively prioritize and organize; coordinate, and communicate with all levels of management and staff.
* Highly developed strategic thinking skills and strong analytical skills.
* Extreme ability to organize, coordinate, and build effective and inclusive relationships with personnel at a variety of levels.
* Strong organizational skills, attention to detail, and ability to demonstrate initiative and be pro-active, showing discretion and confidentiality.
* Sound interpersonal skills, communication, leadership, accuracy, math, problem solving, analytical, and organizational skills.

Time Management