

Dorcas Olasunbo Timothy

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Female

7/October/1995

PROFILE SUMMARY

A dedicated and proactive member of a dynamic and highly progressive organization, which promotes excellence, integrity, diversity and synergy where my full potential will be exploited for the mutual benefit of the organization, my career and the world at large.

SKILLS & CORE COMPETENCES

- Analytical mind and problem-solving aptitude.
- Self-management and human resource functions.
- Ability to think indicatively, pay attention to details and to prioritize multiple tasks.
- Good writing, communication, and presentation skills.
- Good understanding of planning and research.
- Continuous ability to learn.
- Microsoft Office Proficiency (MS Word, MS Excel, and PowerPoint).
- Proficiency with Windows OS.

WORK EXPERIENCE

Laserdem Clinic, Lagos — Office Assistant - June 2020 – Till Date

- Customer inquiry and issue resolution.
- Customer order management.
- Front desk duties and guest management.
- Meeting management and file documentation.

Access Bank plc, Lagos — Office Assistant - May 2015 – June 2020.

- Customer inquiry and issue resolution.
- Customer and staff order management.
- Office event management.
- Meeting management and file documentation.

Clear Deal Auto Ventures, Lagos — Secretary - May 2013 - Dec 2013

- Bills and order processing.
- Front desk duties and guest management.
- Sale evaluation and record/book keeping.
- Meeting management and file documentation.

EDUCATIONAL QUALIFICATIONS

LAGOS STATE POLYTECHNIC – Ikorodu, Lagos State, Nigeria.

HND. – Hospitality Management Technology In view

LAGOS STATE POLYTECHNIC – Ikorodu, Lagos State, Nigeria. Dec 2020

ND. – Hospitality Management Technology

CHS COMPUTER INSTITUTE – Agege, Lagos State, Nigeria. June 2012

Diploma – Computer Studies

GIRLS SENIOR HIGH SCHOOL – Agege, Lagos State, Nigeria. May 2012

West Africa Senior School Certificate Examination (WASSCE)

HOBBIES AND INTERESTS

- Traveling
- Research

REFERENCES

Available on request.