

OLUWADAMILOLA, OLADOYE RUTH
NO 3, GBADE ADEJUMO STREET, ELEYELE, IBADAN, OYO STATE
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OBJECTIVE: Strong problem-solver and analytical thinker seeks administrative position to improve the workflow and processes in an office setting through the application of two years of administrative experience and excellent communication skills.

PERSONAL DATA:

Sex: Female
Marital Status: Single
Religion: Christianity
State of Origin: Osun State
Local Government: Ife North
Nationality: Nigerian

ACADEMIC AND PROFESSIONAL PROFILE WITH DATES

2020 NATIONAL YOUTH SERVICE CORPS

2019 CROWN POLYTECHNIC- Ado Ekiti, EK
▪ Higher National Diploma (Department of Statistics)

2016 THE POLYTECHNIC IBADAN- Ibadan, OY
▪ National Diploma (Department of Mathematics & Statistics)

2014 NESTO COLLEGE- Oyo, OY
▪ Senior Secondary Certificate Examination (WAEC)

2007 IMMANUEL BAPTIST NURSERY & PRIMARY SCHOOL- Oyo, OY
▪ First School Leaving Certificate

PERSONAL KNOWLEDGE / SKILLS

- Knowledge in the use of Microsoft office
- Problem Solving
- Analytical Skills
- Teamwork
- Customer Service
- Interpersonal Leadership
- Communication
- Strategic Thinking
- Creativity
- Empathy
- Flexibility

WORKING EXPERIENCE WITH DATE

2020 – Present DESIGN02SIGNATURES – Ibadan, OY

- Secretary

Responsibilities

- Report to Senior Management and perform secretarial and administrative duties
- Typed, formatted, and edited reports, documents and presentations
- Entered data, maintain databases and keep records
- Liaised with internal departments, answer calls, and make travel arrangements
- Schedule appointments, maintain an events calendar and sending reminder
- Prepared facilities for scheduled events
- Order office supplies and replacements, as well as manage mail and courier services

2019 – 2020 FEDERAL GOVERNMENT COLLEGE – Odoogbolu, OG

- Teacher (Mathematics) NYSC

Responsibilities

- Planned and present lessons to facilitate students understand and application of mathematical concepts
- Source the resources and supplies needed for lessons
- Ensure that the classroom remains safe and conducive to learning
- Grade assignments and quizzes in a timely manner
- Invigilate quizzes and final examinations
- Document and report on students' progress.

2016 – 2017 LAFAYETTE MICROFINANCE BANK – Oyo, OY

- Customer Service Officer

Responsibilities.

- Ensure full understanding of all Bank product and effectively explain product benefits and feature to clients
- Managed customer inquiry with regard service points within the branch where clients can be serviced through accounts opening package, savings passbooks, cheque books, customer statements etc
- Provide information to customers on their account status and account balance
- Effectively engage clients to educate them on all products and cross sell services and products as required
- Ensure proper customer account open documentation
- Channel complex customer complaint and service customers? inquiries
- Maximized customer satisfaction to ensure quick and professional service and complaint management.

REFEREES

- Available upon request.