

Oluwabukola Omolara Afolabi

omolarajoanna@gmail.com 2348166743271

Oyo state, Afijio LGA

PROFILE

Dedicated to offering exceptional assistance to team members and clients. Skilled at coordinating appointments, organizing mail and collecting messages to facilitate office communication. Positive and upbeat with strong relationship building abilities.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

Institutions Attended	Date
Obafemi Awolowo University Ile-Ife	2016
Best Legacy International School, Awe	2009

EDUCATIONAL QUALIFICATIONS OBTAINED WITH DATES

Qualifications Obtained	Date
Bachelor of Arts {Literature-in-English}	2016
West Africa Examination Council	2009

Computer Literacy

Microsoft Office Word

Microsoft Office Excel

Microsoft Office PowerPoint

QuickBooks

CERTIFICATE OBTAINED WITH DATES

Certificate Obtained

Date

National Youth Service Corps [NYSC] Discharge Certificate

2017

WORK EXPERIENCE WITH DATES

1. Place: ThisDay Newspaper Jos, Plateau State

Title: NYSC – Media Reporter

Date: July 2017 – April 2018

Responsibilities

- News Coverage
- News Writing

2. Freelance Writing

Title: Writer

Date: 2016 – 2018

3. Place: A&G Prints

Title: Senior Secretary

Date: November 2018 – November 2019

Responsibilities

- Welcomed Customers and prospective customers to the company
- Attended to every needs of the customer
- Received payment from customers

- Handled customer's complaints and profered solutions where applicable
- Corresponded with customers and prospective clients on mail, telephone and social media to answer enquires
- Recorded the income and expenses of the company through the use of QuickBooks and Microsoft Office Excel.
- Received all mails and correspondence on behalf of the CEO
- Kept Reception area clean and tidy

Other Competencies

- Listening and Organizing
- Good Communication Skill
- Attention to Details
- Good Interpersonal Relationship

Language Proficiency

- English
- Yoruba

MEMBERSHIP OF PROFESSIONAL BODIES

Graduate member, National Association of Students of English and Literary Studies, Obafemi Awolowo University, Ile-Ife

HOBBIES

- Reading
- Watching Movies

REFEREES

To be made available on request