

IJISESAN OMOLADE VICTORIA

Akedeonaiye Sango Ojurin, Ibadan Oyo, State.

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Professional Profile

A committed and driven HND Office Technology and Management Graduate with sound understanding of Office Management its importance and operations, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

Education and Qualifications

HND	Office Technology and Management (Federal Polytechnic, Ede, Osun State)	2018
OND	Office Technology and Management (Federal Polytechnic, Ede, Osun State)	2014
SSCE	WAEC/NECO (Ife Anglican Grammar School, Olode, Osun State)	2008

Experiences

2018- 2019 Front Desk Officer (NYSC), Ekiti State Library Board, Ado Ekiti, Ekiti State

Here I was responsible for attending to readers, visitors, provided staff support, assist with daily office needs and managed the general administrative and control duties in the library. This library serve as my primary place of assignments.

2014-2016 Secretary At Datex Technology, Ile Ife, Osun State.

Here, I was responsible for records keeping, filing records, provided staff support, assisted with daily office needs and managed the general administrative and control duties of in the office.

2017– 2023 Secretary At Deeptech Services, Ibadan, Oyo State

At Datex, I managed incoming calls and client service inquiries, answering calls, taking messages and handling correspondence maintaining diaries and arranging appointments, typing, preparing and collating reports, filing, organising and servicing meetings (producing agendas and taking minutes)

Personal Skills

- Initiative
- Problem Solving
- Adaptability
- Research
- Time Management
- Planning
- Leadership
- Presentation
- Creativity

Key I.T. Skills

- Microsoft Office
- Online Sales and Marketing
- Call Center Operations (Customer Service Support).

Other / Personal Details

Interests include: Typing, traveling, writing, reading, cooking, and listening to music, sewing.

State of Origin: Osun

Referee:

Available on request.