

# ALPHONSO OMOLARA MARY

**Address:** Lagos State

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## CAREER OBJECTIVE

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Result and goal-oriented person with proven success in improving operation and solving problems. Highly efficient in problem solving and in building lasting relationship with existing team members, customers and core decision makers. To work with existing staffs and facilities in a team and the capacity to contribute the best of my ability so as to improve organizational efficiency and effectiveness, achieve management goals and set down target while enhancing my professional growth.

## PROFESSIONAL SKILLS

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- Teamwork and collaborative administrative support.
- Exceptional negotiating skills.
- Efficient in planning, organizing, coordinating and executing plans.
- Excellent communication, interpersonal and conflict resolution skills.
- Attention to details, multi-tasking, self-motivated, responsible, flexible with ability to work independently and with situation at hand.
- Critical logical and strategic thinking.
- Microsoft office suite (Word, Excel and Power point).
- Strategic human development planning and tactical implementation.

## WORK EXPERIENCE

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### **HIVE Nig. Ltd**

***Admin Associate, Oyo state***

***(2021-Present)***

- Ensuring functionality of necessary office equipment and requisitioning of new equipment and supplies within stipulated budget as needed.
- Receiving and processing communication channels including email, phone and physical mail.
- Updating and maintaining company's database and office policies and procedure.
- Undertake general clerical and administrative tasks to support the service as required.
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that every staff is kept current necessary company information.
- General maintenance of effective company's going concern.

**Maxxcoin Investment Limited****HR/ADMIN Assistant, Ogun state****(2019-2021)**

- Managing the end to end of talent attraction, hiring, and retaining.
- Undertake quarterly performance appraisal of the employees.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Preparation of terms and conditions of employment of the company.
- Assisting new employees with onboarding processes, etc.

**Franmica Communications Limited****Administrative Assistant (Intern), Ibadan****(2017-2019)**

- Produce and distribute correspondence memos, letters, and forms for the organization.
- Maintain supplies of inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Assisted in the preparation of regularly scheduled reports for the organization.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.

**EDUCATION**

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Chartered Institute of Personnel Management (ACIPM) in view

(2021-2022)

Federal University of Agriculture, Abeokuta

(2015-2019)

**QUALIFICATIONS**

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Associate Chartered Institute of Personnel Management (ACIPM) in view

BSc. Business Administration

Information and Digital data sourcing Certification

National Youth Service Corps Certification (NYSC)

**VOLUNTEER**

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**CUSTOMER SERVICE REPRESENTATIVE**

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**REFEREE**

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Available Upon Request.