

AYEGBUSI FUNMILAYO BLESSING

Iwo road, Ibadan, Oyo State.

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PROFILE SUMMARY

Highly motivated, hardworking, possessing excellent analytical and problem solving skills. Driven to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth.

BIOGRAPHICAL BACKGROUND

Date of Birth: 27th April, 1997

Sex: Female

Marital Status: Single

WORK EXPERIENCE

National Youth Service Corps (NYSC) Abuja

Feb 2021 – Feb 2022

Chartered Institute of Professional Printers of Nigeria (CIPPON)

Administrative Assistant/ Front Desk Officer

Responsibilities

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files.
- Welcoming visitors to office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.

Choice Home and Suites.

Jan 2020 – Dec 2021

Receptionist/ Front Desk Officer

Responsibilities

- Customers' questions and address their complaints
- Answer all incoming calls, redirect them when needed.

- Receive letters, packages and send them to appropriate destination
- Prepare and manage outgoing mail.
- Check, sort and forward emails.
- Monitor office supplies.
- Make supply orders when needed.
- Monitor and update records and files.
- Monitor and log office expenses and costs.

EDUCATIONAL BACKGROUND

Ekiti State University, Ado Ekiti.

2019

(Bachelors of Arts) in Linguistics

Community Grammar School, Aba Olowu

2013

Senior Secondary Certificate Examination

Chris –Ade International Academy

2007

First School Leaving Certificate

SKILLS

- Time Management
- Good interpersonal skills.
- Effective Communication skills.
- Ability to work with little or no supervision.
- Easy and ready to learn.

HOBBIES

Travelling and Intellectual discourse.