

RAHMON BOLANLE HAWAWU

Ayilara Street, off Honourable Ayilara Estate, Oluyole,Ibadan

hazimibola1@gmail.com

09028385128, 08058501399

CAREER SUMMARY

I am a self-motivated individual with two years of experience as a secretary and a year of experience as a front desk receptionist. Customer oriented problem solver with demonstrated ability to adapt to new situations. A proven team player who is attentive to details and produces high-quality results. Expertise includes; handling correspondence, answering phone calls, directing visitors, managing front desk operations, maintaining professional and friendly demeanor, possessing excellent organizational skills and capable of efficient time management.

EDUCATION

- **TAI-SOLARIN UNIVERSITY OF EDUCATION, IJEBU-ODE, OGUN.**
2013 – 2017 Bsc. Ed n Secretarial Administration
- **MEMKAD SECONDARY SCHOOL, IJEGUN, LAGOS.**
2010 - 2012 West African Senior School Certificate Examination (WASSCE)
- **OKE-AFA JUNIOR COLLEGE, OKE-AFA, LAGOS.**
2007 - 2009 Junior School Certificate Examination (WASSCE)

PROFESSIONAL EXPERIENCE

- **Dgr8Cali Innovations, Ikeja Lagos State. September 2019 - Till Date.**
 - Accepting orders and confirming orders.
 - Taking adequate records.
 - Handling incoming calls and other communications.
 - Tracking orders in order to ensure clients receive their package
 - Sending mails and receiving mails.
 - Creating, maintaining and entering information into databases.
- **NYSC – Ojongbodu Grammar School, Oyo, Nigeria: July 2018 – June 2019**
 - Taught Commerce and Marketing to students in Junior and Senior Secondary School.

- Carried out secretarial duties including handling and maintenance of records, and providing of administrative support to principal or other upper level administrator as needed.
- **Fragile Laundry and Dry-cleaning Services, Ikotun, Lagos:** Oct 2017 - May 2018
 - Answering telephone and addresses client questions and concerns.
 - Taking adequate records and tagging of clothes.
 - Issuance of receipts to customers
- **School Secretary - Lolak International School, Lagos:** August 2015 - February 2016
 - Answering telephone and addressing caller questions and concerns.
 - Welcoming visitors to the school and providing directions around the building as needed.
 - Acceptance and processing of school tuition and carrying out bank deposits.
 - Typing of school examination and tests questions.
 - Adequate maintenance of school records.

CORE COMPETENCE

- Good interaction skills.
- Willingness to learn new skills.
- Proactively working as a member of a team.
- Clear and informative verbal and oral communication skills.
- Ability to work quickly and efficiently with little supervision.
- Always adhering to organizational procedure, best practices and customer service guidelines.
- Demonstrates strong interpersonal skills.
- Demonstrates ability to multi-task effectively.

REFEREES

Mr. Rahmon Babajide Lukman
 Businessman
 2348027384390

