

OLUBUNMI FAFIOLU

Address: 12, Sotomi Street, Oke Itunu, Mokola, Ibadan, Oyo State.

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CAREER OBJECTIVE

A diligent and smart finance graduate who has developed numerical ability, customer service skills, extensive knowledge in finance and positive, proactive approach to both support and challenge at all levels. Seeking for opportunities to enhance my skills and knowledge by working in a challenging environment, and helping the organization to achieve its objectives and at the same time seek advancement in my finance career.

PERSONAL DATA

Gender: Female **Marital Status:** Single

Nationality: Nigerian **Date of Birth:** 16th September 1996

EDUCATIONAL BACKGROUND

Federal University of Agriculture, Abeokuta, Ogun State **2013 – 2018**

B.Sc. Economics

Alaba Lawson Royal College, Abeokuta, Ogun State **2007 – 2013**

Senior Secondary Certificate Examination

WORK EXPERIENCE

National Youth Service Corps, Oyo State

Ministry of Trade, Industry & Cooperative, Ibadan

Administrative Assistant October 2018 – July 2019

- Assisting with daily operations, receiving & dispatching of mail
- Follow policies & confidentiality dictations to safeguard data & information
- Operating a range of office machines such as photocopiers & recording of receipts
- Store all files in designated places securing the important documents
- Typing letters, Making bookings and appointments correspondents.

Catholic Relief Services, Ogun State

Independent Monitor April 2018 – May 2018

- Ensuring that people make use of the nets distributed
- Evaluation of the entire of the process
- Giving report and overview of the process
- Monitoring the distribution of mosquito nets
- Monitoring the training process
- Long Lasting Insecticidal Nets campaign

CERTIFICATIONS AND TRAININGS

Nigerian Institute of Management

2019

Proficiency Certificate in Management

Skillup Training Academy, Ilorin, Kwara State

2014

Leadership Training

PERSONAL SKILLS AND COMPETENCES

Adroit in providing effective resolution to customer queries related to product and improving relationships with the customer by anticipating customer future requirements, thereby ensuring a positive customer experience

Developing productive relationships with work colleagues, strong attention to detail, v good command in computer skills such as: Internet, Microsoft Office Suite (Word, Excel, PowerPoint) with ability to become familiar with firm-specific programs and software

Excellent negotiating, influencing, leadership, time management, interpersonal and communication skills both written and verbally as well as work effectively under pressure, meet deadlines and good command in computer skills

Proactive; problem solver; leadership; team building and exceptional customer service skills as well as ability to manage multiple tasks assignments, maintain confidentiality, good listener and identify key opportunities and efficiencies for greater profitability

REFEREES

Available upon Request