

ADEBAYO SAMUEL KAYODE

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Allen avenue,Ikeja, Lagos

## Skills

- + Time Management
- + Interpersonal Relationship
- + Organisation
- +Communication

## Education

### Lagos State Polytechnic

+ ND(Hons) Mass communication

+HND(Hons)Mass communication

### Mic Bay Secondary School

+ Secondary School Leaving Certificate

### Mic Bay nursery and primary school

+ Primary School Leaving Certificate

# Summary

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team.

Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues.

## Work Experience

### Folk heritage media

#### Administrative Assistant

2019 – Present

#### Duties

- + Meeting and greeting clients and visitors that come to the office.
- + Typing documents and distributing memos.
- + Supervising the work of office juniors and assigning work for them.
- + Handling incoming / outgoing calls, correspondence and filing.
- + Faxing, printing, photocopying, filing and scanning.
- + Organizing business travel, itineraries, and accommodation for managers.
- + Monitoring inventory, office stock and ordering supplies as necessary.
- + Updating & maintaining the holiday, absence and training records of staff.
- + Responsible for purchase orders.
- + Raising of purchase orders and invoice tracking.
- + Creating and modifying documents using Microsoft Office.
- + Setting up and coordinating meetings and conferences.
- + Involvement in social media implementation.
- + Updating, processing and filing of all documents