

OJERINDE IBUKUNOLUWA CHRISTANA

62, Ojokondo street water bus stop UI Ibadan, Nigeria

Telephone: +234(0)8073024197,+234(0)7065901546

Email: Ojerindeibukunoluwa@gmail.com

Career Objectives

As a dynamic and motivated young professional, I desire to channel my energies towards excellence, to work efficiently in an organization where individual and collective achievement is well appreciated and encouraged, by utilizing the opportunities I have with the aim of providing superior performances and acquiring greater skills while contributing to the growth of the organization at large.

Educational Qualifications & Professional Development

HND: Business Administration and management – Upper credit, Ogun state institute of technology igbesa

OND: Business Administration and management Lower credit, Federal polytechnic Ilaro

HRM: Deeprimex Consulting (2019)

ICT: IT Essentials (CISCO ACADEMY)

Work experience:

DECEMBER 2019- Till present:

Customer care representative. ISON BPO, Ibadan

As a customer care representative I pick incoming and out going call of customers

I attend to all customer queries and problems

I provide solutions to customer complaints

I take customers feedback

I serve as a point of contact between the customer and the organization.

FEBUARY 2019-MARCH 2019: PRESIDING OFFICER (PO), Independent National Electoral Commission, Oyo State.

As the Presiding officer I was responsible for the conduct of the ballot in the polling station and I procure a good knowledge of voting procedure due to the training given to us by INEC officials.

ROLES:

- Comply with any instructions from the returning officer
- To take charge of a polling unit
- To ensure that all elections are treated impartially and with respect
- To maintain the secrecy of the ballot

Key Achievements

As the PO, I organized, undertook and supervised all elections, I registered political parties in accordance with the provision of the constitution and act of the National Assembly and I monitored the organization and operations of political parties on the day of election

OCTOBER 2018- October 2019: Administrative Officer. The Polytechnic, Ibadan (Board of Studies unit) Oyo State, Nigeria.

At the Polytechnic, I Organized office records, using computer to enter, access, search or retrieve data; processing and issuance of student's results. This institution served as my place of primary assignment during my 1-year National Youth Service Program.

DUTIES:

- Maintain and update school data base
- Organize a filing system for important and confidential school documents
- Update office policies as needed
- Maintain the school calendar and schedule appointments
- Prepare regular report on expenses and office budgets
- Attend administrative meetings where students result are been approved

- Prepare student results for certificate

Key achievements:

Achieved an appreciation letter because of publishing accurate minutes of the meeting

Provided backup support to other departments which was highly admired by the deputy registrar

Introduced a user-friendly electronic filing system, which reduced file retrieval time.

AUGUST 2015- AUGUST 2016: Office Assistant. Industrial Training; Eleganza Group of companies

As an office assistant I keep records, type document, take inventory for the office. I process mail and answer telephones

Duties;

- Dealing with enquiries in person and by phone.
- Scheduling appointments.
- Contribute to team effort by accomplishing related results as needed.

Competence/Skills

- Microsoft word
 - Microsoft excel
 - Internet explorer
 - CRM
-

Interest and Affiliation

- Creative thinking
- love to meet new people
- Travelling
- Reading

References:

Available on request