

OLAJUMOKE BUSARI

Address: New Olubadan Palace Road, Yemetu, Ibadan, Oyo State.
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CAREER SUMMARY

Highly dependable, ethical & reliable support individual that blend advanced organization, technical & business acumen with a history of success in providing exceptional customer service experience & managing all facets of front office administration, including handling multi-line phone systems, managing schedules & maintaining reception & waiting areas. Works effectively with cross-functional teams in ensuring operational & service excellence with hands-on skills in using Microsoft Office Suite to facilitate daily office operations.

PERSONAL DATA

Gender: Female **Marital Status:** Single
State of Origin: Oyo **Date of Birth:** 6th April 1992

EDUCATIONAL BACKGROUND

Bowen University, Iwo, Osun State **2014 – 2018**
B.Sc. Sociology

IseOluwa Montessori School, Ibadan, Oyo State **2006 – 2011**
Senior Secondary Certificate Examinations

WORK EXPERIENCE

Longrich Company

Sales Representative September 2020-February 2021

- Answering phone calls
- Convincing people to buy products
- Communicate new products, specials and promotions to business and customers
- Attending to customers needs
- Delivery of products to customers

National Youth Service Corps, Ondo State

Legend Royal Academy, Ijoka Akure

Subject Teacher (English Language; CCA) November 2018 – October 2019

- Managed the activities of the students via proper register and attendance
- Observed students' performance and ensured students documents are well kept
- Prepared lesson notes outlines and plans in assigned subject area
- Prepared the students for both internal and external examination
- Taught students successfully & developed their love for English Language & CCA

CERTIFICATIONS AND TRAININGS

Jobberman Nigeria **2020**
Jobberman Soft Skills Training

PERSONAL SKILLS AND COMPETENCES

Travel coordination	Communication Skills	Documentation & Control
Staff support	Database Management	Team Leadership
Errands& Chauffeuring	Event Planning & Reporting	Strategic Planning
Calendar management	Active Listening Skills	Sorting & Labelling
MS Suite proficiency	Typing 100 WPM	Attention to Detail
Bookkeeping	Coordinating Conference Calls	Time Management

REFEREES

Available upon Request