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| **balogun jolade mariam**  BLOCK-24, COURTLAND VILLA ESTATE, PLATINUM WAY, JAKANDE, LAGOS STATE.  Email: mariambalogun1999@gmail.com  Mobile Number: +2349025092106 |
| **PROFILE**  A competent individual with exceptional analytical and decision-making skills, genuinely determined in gaining invaluable hands-on experience in a fast moving organization where I can add value, while taking advantage of every opportunity to develop practical skills and also capable of effectively managing any task or challenge, I am faced with.  I aspire to fill a role that will challenge my thinking, and improve my overall career. academic qualification  |  | | --- | | HND, Business Administration (2019-2021)  Interlink Polytechnic, Ijebu-Jesa  OND, Business Administration(2017-2018)  Grace Polytechnic, Ijebu-jesa  RAMAT COLLEGE(2013-2017)  WASSCE, NECO and GCE | |

**WORK EXPERIENCE**

* **National youth service corps(NYSC), Global Property And Facilities International Ltd(GPFI)**

**April 2022-March 2023**

**CEO/Office Assistant**

**KEY RESPONSIBILITIES**

* Attending to calls and mails
* Booking travels and events for the CEO
* Keeping records of corporate documents, records and report
* Schedule and plan meeting appointments
* Taking weekly meeting minutes
* Provide support to other departments when needed
* Typing
* photocopying
* **Turnkey Design Consult, Ikeja lagos**

**December 2018- October 2019**

**Administrative Assistant**

**KEY RESPONSIBILITIES**

* Taking weekly meeting minutes.
* File, organize, scan and copy of documents
* Answering phone calls, take notes/ messages and redirect calls when appropriate
* Managing records on calendar
* Photocopying
* Attending to calls and mails

# Skills

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| * Problem solving * Effective management skills * Excellent communication skills * Proficient in the use of Microsoft office |  |

**REFERENCES**

Can be provided on request.