

BABALOLA OLUWATOBI SAMUEL

New Oko Oba, Abule egba, Lagos.

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SUMMARY

Seasoned data entry officer, seeking to deliver fast, high quality work for your Organization. Have worked as an Executive assistant, Inventory Officer, and temp organization helper for various computer related works. Commended many times by management for great work ethics.

CAREER OBJECTIVE

To work with existing staff and facilities, contribute the best of my ability so as to improve organization objectives and achieve managerial goal targets.

EDUCATIONAL QUALIFICATION

- Moshood Abiola Polytechnic, Ogun State 2013 -2015
Field of specialization : Architectural Science
Candidate for National Diploma in December 2015
- Roseville College, Meiran, Lagos State May 2013
West African Examination Council (WAEC)
- Sunrise Nursery & Primary School 2006 First
School Leaving Certificate

EXPERIENCE

- Filling Machine Operator (September 2016 - February 2017) Beiersdorf Nivea Limited (Akinyemi Junction, Fatai-Atere Mushin, Lagos State)
- Section: Filling section
- Bottom Seamer Operator (March 2017 - May 2020)
PROMASIDOR NIGERIA LIMITED(Cowbell way,

Isolo, Isolo Industrial way, Lagos)

Section: Evaporated Milk Factory

- ☐ Manages the body making machine.
 - ☐ Organize and maintain a power press machine.
 - ☐ Operates unstacking machine.
 - ☐ Uses and operates Forklift.
- Technical Assistant/Production manager (Feb 2021 – Oct 2021)
ELITEOAK INTERIORS (6, Olayiwola street, Abule egba, Lagos)

Customer Service Representative (March 2022 - October 2022) CLASSICKIDSCARE (37 Akinbowale street, fagba, lagos)

- Sales Representative(Jan 2024 till date) XTRARITE
SUPERSTORES(1, Babs Ogunwole street, off Olayiwola junction,
OkO-Oba Rd, Abule Egba, Lagos)

Skills

- ☐ Communication Skills
- ☐ Scheduling
- ☐ Coordination Experience
- ☐ MS Office
- ☐ Attention to Detail
- ☐ Administrative Experience
- ☐ Travel Arrangements
- ☐ Expense Reports
- ☐ Secretarial Experience
- ☐ Computer Literacy

LANGUAGE SPOKEN

- English
- Yoruba

REFEREE:

Revd. Samson Akindele from The Living Gospel of Christ Church +234-802-354-5307

Mr. Taiwo Fayipe from Mobicure Integrated Solutions, Benin
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