

UMMUL BADEJO

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PROFESSIONAL SUMMARY

Organised and dedicated administrative assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills. To manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or Team environments. Haven gained extensive experiences in office environment, the retail sector as well as personal life and education, giving me varied skills such as multi tasking, interpersonal skills, time management, problem solving, team player and the ability to work with many different types of people. Am Flexible, quick to pick up new skills and eager to learn from others. Highly driven, motivated, and analytical data professional. Have gained extensive knowledge in Python fundamentals programming, using key data science libraries such as Numpy, Pandas, SciKit, and Tensorflow. In addition have gained a solid grounding in machine learning algorithms, relational database management (SQL), data visualization / business intelligence packages such as PowerBI and R programming language. Am a keen and reliable worker looking for entry level data science positions where i can utilise this skillset

EXPERIENCE

06/2014 to Current

Child Workforce kings Education — London

- Provide home away from home for non - English speaking student
- Helping students to understand British culture and customs
- Helping with assignments, tests and quizzes
- Helping students enjoy their learning and achievements

09/2012 to Current

Administrative Assistant

Kent House Chambers — London

- General office duties such as Clerking and Photocopying
- Sending and Receiving Correspondence
- Typing, editing, proofreading of documents such as letters and reports typically using Microsoft office software (Ms word, Outlook and Excel)
- Executed record filing system to improve document organization and management
- Billing and Invoicing

11/2006 to 08/2012

Customer Service Assistant

ASDA — London

- General customer service duties such as managing various incoming calls each day with utmost professionalism and knowledgeable service
- Resolving complaints and refund issues over phone and directly face to face with numerous customers daily
- Quickly and accurately answering customer questions, suggesting effective solutions to increase customer satisfaction
- Check out duties including scanning products, cash handling and cash reconciliation of tills
- Delivered excellent customer service, resulting in consistent 100% customer satisfaction rating.

CORE QUALIFICATIONS

- Problem-solving
- Team building

- Communication skills
- Time management

EDUCATION

Feb 2022	TechTalent Academy Data Science Bootcamp
Jan 2022	BCS Foundation Award in Machine BCS The Chartered Institute For IT
Jul 2018	Bachelor of Science: Oil: Gas Management Greenwich School of Management
Jun 2006	Diploma: Computing London Metropolitan University

INTERESTS

Interest and Hobbies , I enjoy listening to music and travelling. I am a keen fan of Asian movies. I am learning. to swim which is interesting and challenging.

ADDITIONAL INFORMATION

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INTERESTS AND HOBBIES

- I enjoy listening to music and travelling
- I am learning to swim which is interesting and challenging

REFERENCE

Available upon request