

OMOIFOH MARY

23a Adeaga street, Abule Egba Lagos state Nigeria|+2349070133324

omoifohomoye2021@gmail.com

SUMMARY

- Energetic self-starter with experience in Customer Service, Proficient in data entry and administrative support with a strong foundation in engineering principles and problem-solving skills.
- Adept at managing multiple tasks efficiently, utilizing advanced organizational tools, and delivering exceptional service to clients.
- Ready to leverage engineering background and administrative skills to contribute effectively to your team.

EDUCATION

MOOC SPRINT

june 2024-

July 2024

Intro to javascript

The Federal Polytechnic Bida, Niger State.

September 2018 – December 2022

Civil engineer

WORK EXPERIENCE

Customer Service Representative

April 2024 -Present

Bliss legacy limited – Lagos, Nigeria.

- Delivered outstanding customer service by addressing client inquiries, providing property information, and resolving issues in a timely manner.
- Assisted clients with real estate transactions, including property viewings, application processes, and contract details, ensuring clear communication and understanding.
- Utilized knowledge of civil engineering to explain technical aspects of property development, construction, and maintenance to clients, enhancing their understanding and confidence in their real estate decisions.
- Managed and updated client databases, ensuring accurate and current information for follow-ups and service improvements.
- Coordinated with the sales and property management teams to address client needs and provide seamless service.

Administrative Assistance**January 2024 - March 2024****Bliss legacy limited – Lagos, Nigeria.**

- Delivered outstanding customer service by addressing client inquiries, providing property information, and resolving issues in a timely manner.
- Provided comprehensive administrative support to the branch manager, including calendar management, meeting coordination, and travel arrangements.
- Coordinated and organized company events, meetings, and conferences, handling logistics and ensuring successful execution.
- Assisted in project management tasks by tracking deadlines, preparing reports, and coordinating between various departments.
- Utilized civil engineering knowledge to support technical aspects of project documentation and communication with engineering teams.

Civil Engineering intern**April 2023 - December 2023****Works Department, Ahoada East Local Government, Rivers State, Nigeria**

- Assisted with site inspections and evaluations for various infrastructure projects, including roadworks, drainage systems, and building constructions.
- Contributed to the preparation and review of technical documents, including project reports, drawings, and specifications.
- Supported project management tasks by tracking project progress, maintaining records, and updating project documentation.
- Collaborated with senior engineers and local government officials to ensure project compliance with regulations and standards.

DATA ENTRY OFFICER**January 2017 - September 2021****Accounts Department, Emmanuel TV (Synagogue Church of All Nations), Lagos, Nigeria**

- Entered and updated financial data into accounting systems with a high degree of accuracy and attention to detail.
- Managed and maintained financial records, including invoices, receipts, and expense reports.
- Assisted in the preparation of financial reports and reconciliations by ensuring accurate data entry and data integrity.
- Coordinated with accounting staff to verify and correct discrepancies in financial data.
- Utilized background knowledge in civil engineering to assist with the analysis and reporting of budget allocations for construction and maintenance projects.