Olowu Abiodun Abimbola
Executive Assistant

AREAS OF EXPERTISE

Office procedures

Typing & word-processing

Filing

Reception duties

Decision making

Raising credit notes

Administration

MS Office applications

Office management

CAREER STATEMENT

"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any ad hoc tasks."

PERSONAL SUMMARY

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels.

CAREER HISTORY

Recruitment Company -Lagos

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

Duties
- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Maintaining suitable and sufficient office stationary levels.
- Establishing stationary requirements for the Office.
- Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
- Processing of all the payroll on a weekly basis.
- Managing payroll and other tasks relating to staff wages.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.
- Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
- Arranging interviews and confirming interviews by email.
- Coordinating and communicating activities for the Office, including all employee events.

Retail Sales
ADMINISTRATOR

Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

Duties:
- Organized the set-up of all Office meetings.
- Processed correspondence in responses to customer complaints.
- Filed and maintained accounting and payroll records.
- Distributed payslips on a weekly basis.
- Got holiday request forms signed off.
- Took minutes during staff meetings.
- Inputted details onto databases during busy periods.

PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

Problem solving

Super organised

Decision making

Energetic

Self-control

Excellent communicator

Tactful & articulate

Problem solving

Well organised

Influencing skills

*No 10, Bailey street Abule
Ijesha.Yaba
 T: 08173402607
 E: abimsolowu@gmail.com*
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Hospitality Company

EVENTS ASSISTANT   Aug 2008 – Feb 2009

KEY COMPETENCIES AND SKILLS

Administration
- Competent on all Microsoft Office program.
- Creating financial and statistical reports using spreadsheets.
- Comfortable working with numerical data.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software.

Professional
- Analyzing problems by collecting data, establish facts, and drawing valid conclusions
- Ability to spot issues and opportunities before others.
- Strong work ethic; self-starter; results orientated.
- Always challenging the status quo.
- Active team member with self-drive and motivation.
- Possessing knowledge of all relevant software & hotel management IT systems.

Personal
- Acting with the highest ethical standards, and always treating others fairly & with respect.
- A creative & innovative thinker.
- Having a practical approach to problem solving.
- Willing to be accountable, liable, & answerable for actions & decisions.

ACADEMIC QUALIFICATIONS

Yaba College of Technology
Diploma in polymer technology   **2015-2017**

REFERENCES – Available on request