

Nafisat Oyetunde

Executive Assistant

-  nafisatoyetunde405@gmail.com
-  +234 9036829509
-  Oyo, Nigeria
-  linkedin.com/in/nafisat-oyetunde

Skills

- Effective communication and presentation.
- Time management and organizational skills.
- Calendar and inbox management

Voluntary Activities

DaBest Initiative, Project Coordinator
June 2019 – present | Ile-Ife, Osun State
Create and maintain schedules for coaching sessions, workshops and mentorship programs.

Cowrywise, Campus ambassador
September 2021 – May 2023
Ife, Osun State.
Planned and executed campus-based events, webinars and workshops to raise awareness about the platform and financial literacy.

Africa CleanUp Initiative, Member
February 2021 – May 2023
Ibadan, Oyo State, Nigeria

Professional Experience

Executive Assistant

July 2023 – August 2024 | Ibadan, Oyo State

- Led and coordinated in planning and organizing events and community outreach.
- Responded to inquiries via email, text messages and phone calls.
- Represented the foundation at events and public functions when required

Home Tutor

May 2020 – March 2021 | Ibadan, Oyo State

- Evaluated the student's English proficiency to identify their strengths, weaknesses and areas for improvement.
- Guided the students through reading comprehension, attempting questions and text analysis.

Computer Operator

February 2019 – August 2019 | Ibadan, Nigeria

- Provided customer service, attending to clients and engaging them.
- Effectively communicated client needs to management.

Certificates

B. A English

ALX Virtual Assistant

BeTechified Product management

Education

Bachelor of Arts in English,
Obafemi Awolowo University, Ile-ife
August 2019 – June 2024 | Osun State, Nigeria

Secondary School, *Federal Government Girls' College*
February 2011 – September 2017
Owinni, Oyo, Nigeria