

George Aderonmu

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industrious administrative team member with proven organizational, time management and multitaskin abilities

i consistently seek ways to increase office efficiancy and boost team productivity with exceptional and clerical support. skillfully manages records with great organizational skills. Gifted with working with all types of customers. looking for a role where hard work and dedication will be highly valued.

Authorized to work in the US for any employer

Work Experience

Staff Member

- Responded to customer queries and complaints to promote overall satisfaction.
- Met incomming customers pleasantly and offered support and service.

Manager

- Assigned tasks to associates to fit skill levels and maximize team performance>
- Communicated company directives and orientation programs to associate and ensure all follow-ups accurately and timely.

Skills

- Improvement plan knowledge
- Training & Development
- Customer Relations skills
- Friendly, Positive attitude
- Cleaning and organizing