




Funmilayo Osawe

 funmilayoosawe2016@gmail.com
 234-901-479-3643
 1, Ezillo Close off Efon road PW kubwa,
FCT Abuja

EDUCATION

UNIVERSITY OF ILORIN,
Ilorin, Kwara
Bachelor of Science (B.S.) Political Science
(Oct 2016)

ADDITIONAL SKILLS

French -Intermediate level speaking
Proficiency in Microsoft Packages,
Quickbook
Proactive and disciplined
Eloquent communication skill

CAREER OBJECTIVE

Adaptable professional with 5 years of experience and a proven knowledge of customer service, Back office operations, and workflow prioritization. Aiming to leverage my skills to successfully fill the vacancy at your company.

EXPERIENCE

ADMINISTRATIVE OFFICER

OGT Maritime Service , Apapa, Lagos / Jan 2021 - Mar 2022

- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Take necessary details on activities of staff alongside mails and take daily reports of clients

DOCUMENTATION OFFICER/ASSISTANT HOD OF DOCUMENTATION

Goldspeed Freight Agency Ltd, Apapa, Lagos / Apr 2018 - Dec 2020

- Documentation of imported consignment throughout clearing process.
- Assessing declaration of importer and generate Assessment notice on customs site.
- Prepare documents and reports, data capture and letter using word processing database.
- Liaise with clients and update them on the progress of the job on daily basis.
- Answering phone calls to appropriate parties for record purpose.
- Attending meetings to inquire about the progress on clients' jobs.

OFFICE ASSISTANT (NYSC)

Lapai Local Government Secretariat , Lapai , Niger / Jan 2017 - Dec 2017

- Working on clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly

REFERENCES

References available upon request