UWAGUOSA ALUYI-OSA

Hard-working professional with some experience and a proven knowledge of customer service, safety training, and web design. Aiming to leverage my skills to successfully fill the vacant role at your company.

CONTACT

dnldesmond@gmail.com
(226) 506-9013
Windsor, ON.

SKILLS

Microsoft office.
Fluent communication in English (writing and speaking)
Mathematics
Adobe
Typing
Research

EDUCATION

ST. CLAIR COLLEGE
Windsor, ON
Diploma Web development and Internet Application Candidate
(Expected graduation July 2023)

PETROLEUM TRAINING INSTITUTE
Effurun, Delta
National Diploma Petroleum Engineering (Nov 2018)

EXPERIENCE

Receptionist/Security

2022 – 2023
- Managed front desk operations, including greeting visitors, answering phone calls, and directing inquiries to the appropriate staff members.
- Implemented security procedures and protocols to ensure the safety and well-being of employees and visitors.
- Monitored CCTV surveillance systems and promptly addressed any suspicious activities or security breaches.
- Handled administrative tasks such as scheduling appointments, managing correspondence, and maintaining records.
- Assisted in coordinating meetings and events by arranging conference rooms, preparing materials, and providing logistical support.
- Demonstrated exceptional customer service skills by assisting guests with inquiries, providing information, and resolving issues in a professional and courteous manner.

Internship at Department of Petroleum Resources, Effurun, Delta
Jan 2019 - Dec 2019
• Managed incoming calls, effectively forwarding them to the appropriate personnel.
• Assisted in inputting raw data from inspected petroleum companies into Microsoft Excel for report generation.
• Provided support in field inspections, gaining exposure to the practical application of my studies.
• Acted as a secretary, responsible for receiving and forwarding documents to designated officers.
• Delivered messages, both verbally and in written form, ensuring efficient communication within the organization.