



FARIAN MUDASIRU

ADMINISTRATIVE ASSISTANT

ABOUT ME

I offer administrative services e.g. project management, calendar scheduling, data entry etc. I also have a year experience in transcribing audio and video files.

CONTACT



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+234-9030-292-484



ajah, Lagos state

EDUCATION

- Osun State University
 - Mayflower Private School
- Graduated with honors

2014 - 2020

WORK EXPERIENCE

Administrative Assistant

Chevron Nigeria Limited

- A major player in the Nigerian oil and gas industry.
- Offers a competitive salary and benefits package.
- Provides a supportive work environment and opportunities for training and development.

SKILLS

- Organization
- Communication Skills
- Attention to Detail
- Multitasking