

Omoniyi Temitope

An Administrative and Data Entry Personnel

Ifo 112104

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08137773988

A resourceful, analytical, trustworthy, disciplined, self - motivated, result oriented and team player. Proactive with less supervision, good organizational abilities, fast learner, easily adaptable to any environment and above all God fearing.

BIO DATA

- Date of birth 23rd June, 1987
- Sex. Female
- State of origin Ondo
- Local govt. Ikoya
- Religion Christian
- Marital status Married
- Nationality. Nigerian

Personal Details

Currently Employed: No

Date of Birth: 1987-06-23

Highest Level of Education: Higher National Diploma

Industry: Administrative Assistance, Construction, Education & Instruction, Electrical Engineering, IT Operations & Helpdesk, Industrial Engineering, Information Technology, Mechanical Engineering, Other, Retail, Scientific Research & Development

NYSC Status: Not Applicable

Work Experience

Freelancer

Freelancer.com

November 2021 to Present

Job Description

- Formulating assignments in accordance with prescribed specifications.
- Editing assignments to ensure that they are accurate and well-presented.
- Keeping an accurate record of hours worked and income received.
- Ensuring that your work equipment remains in excellent working condition at all times.
- Liaising with the line manager to clarify assignment-related expectations, as needed.
- Submitting completed assignments in the stipulated format.

Admin Manager

Electrotrans Engineering And Contractor - Ogun

March 2020 to November 2021

Job Description

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building and expanding on skills by engaging in educational opportunities.

Inventory Officer (contract)

REDDOT AFRICA EDUCATIONAL SERVICES LIMITED - Lagos, NG

August 2019 to October 2019

Job description

- Keeping of day to day invoices records
- Attending to suppliers, posting and transferring their products
- Inputting sale and customer source documents, maintaining data
- Responsible for preparing entry, maintaining database.

Office Administrator

CEDOZ APARTMENTS - Lagos, NG

February 2017 to January 2019

Job description

- Coordinating office activities and operations to secure efficiency to the company's policies
- Managing agendas/travel arrangements/appointments for the upper management.
- Manage phone calls and correspondence (email, letters)
- Supporting budgeting and bookkeeping procedures
- To supervise administrative staff and divide responsibilities to ensure good performance.
- Responsible for preparing entry, maintaining database
- Submit timely reports and prepare presentations proposals as assigned.

Cashier

SHOPRITE NIGERIA LIMITED

September 2013 to June 2016

Job description

- Attending to Customers politely by greeting them
- Handling all the cash transaction of the organization
- Receiving payments by cash, credit cards and making change for cash customers
- Balances cash drawer by counting cash at beginning and end of work shift.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

Data Operator (Warehouse Department)

FOODCO NIGERIA LIMITED

June 2011 to April 2013

Job description

- Typing and printing of document
- Keeping of day to day invoices records
- Attending to suppliers, posting and transferring their products
- Inputting sale and customer source documents, maintaining data
- Responsible for preparing entry, maintaining database

Education

Higher Diploma in Computer Science in Computer Science

The Polytechnic of Ibadan

2017

National Diploma in Computer Science in Computer Science

The Polytechnic of Ibadan

2012

Skills

- Microsoft word
- Microsoft Excel
- Web search
- Data Entry
- Virtual assistance
- Administrative assistant
- Graphics designer
- Singing
- Microsoft PowerPoint
- Ability to use Retail Software (Omega and ICG) and Accounting Software