

# Office Assistant

## AYANTOYE OLUYEMI

No. 15 Iwo street, Offa garage,  
Ilorin, Kwara state  
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07030575357

### PROFILE

Knowledgeable and result-oriented leader with organized nature. Skilled in prioritizing tasks and time management. Proficient in managing physical and digital records. Possess a highly professional attitude and significant ability to work harmoniously with others and perform well under pressure. Reliable and with taste for excellent service delivery.

### CORE PROFICIENCIES

- Well versed in Microsoft office suite and system maintenance
- Highly skilled leader with skills in delegating tasks, team building and creating positive customer experiences
- Tech savvy with abilities to make use enterprise resources plannings (ERP)
- Computer networking and trouble shooting
- Attention to detail
- Time management
- Record keeping and maintenance
- Strong written and oral communication skill
- Problem solving and conflict resolution skills

### WORK EXPERIENCES

#### OFFICE ASSISTANT AND SECRETARY

WINNERSWORLD TECHNOLOGIES, ILORIN, KWARA STATE. DECEMBER, 2018 - APRIL, 2020

- Received visitor and determined to whom and when they could speak with special individuals.
- Typed documents and prepared weekly report for management
- Purchased and maintained office supply inventories and equipment.
- Recorded, transcribed and distributed minutes of meeting
- handled onboard training
- Attended to customers and resolved their issues in the best professional manner.
- Carried out other responsibilities, within my area of competence, as decided by the management.

## **SCHOOL ADMINISTRATIVE ASSISTANT**

SUCCESS ORIENTED ROYAL ACADEMY, YENAGOA, BAYELSA STATE. SEPTEMBER 2014- JULY 2017

- Managed budgets, logistics, events and meetings.
- Handled teaching scheduling, record keeping, staff supervision and reporting.
- Constructively engaged staff, parents, regulatory bodies and public on school matters
- Counseled students in career decisions and behavioural adjustments.
- Resolved conflicts among staff and parents.
- Facilitated in-trainings for members of staff.
- Assigned responsibilities to teachers and supervise them.

## **EDUCATIONAL QUALIFICATIONS:**

**Bsc. in Political science:** University of Ilorin (2007)

**A level Certificate:** Interim Joint Matriculation Board: ABU Zaria. (2004)

**SSCE CERTIFICATE National Examination Council:** Government Day Secondary School. Lanwa, Kwara state (2002)

## **OTHER PROFESSIONAL CERTIFICATIONS**

- **Associate:**  
Nigeria Institute of Management: Associate (NIM) 2008
- **Diploma in data processing and system maintenance:**  
Kwara state Ministry of Education (Information Communication Technology centre) (2007)

**REFERENCES:** Available on request