

# TUGBIYELE ABOSEDE OLUWAFAYOKEMI

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Ondo, Ondo State, 08138994098, 09157782272, [fhayokhemi@gmail.com](mailto:fhayokhemi@gmail.com)

## Professional Summary

Focused administrative and Laboratory professional, skilled in lead generation, customer relationship development and sales. Accomplished in providing unsurpassed support to demanding customers. Offering experience in related roles, as well as passion for improving service, enhancing knowledge and exceeding expectations.

## Skills

- Communications Skills: Microsoft Word, Excel, Corel Draw,
- Analytical and Critical Thinking: Flexible and Adaptable
- Clerical Support: Team Building
- Project Management: Collaboration
- Time Management: Problem solving
- Data Management: Teamwork
- Critical Thinking: written and oral communication

**Objective:** To be a well rounded professional, seeking a challenging job in a merit driven organisation and achieve fulfilment through self-motivation for personal development, teamwork with my fellow colleagues to actualize the organizational set objectives.

## PERSONAL DATA

<b>Sex</b>	Female
<b>Marital Status</b>	Single
<b>Home Town</b>	Ondo City
<b>State of Origin</b>	Ondo State
<b>L.G. Area</b>	Ondo West
<b>Nationality</b>	Nigerian
<b>Religion</b>	Christian

## Education

- **National Youth Service Corps - 2020**  
**Mercyland group of school, Kwara State**
- **Higher National Diploma: Office Technology and Management - 2019**  
**Rufus Giwa polytechnic, Owo, Ondo State**
- **National Diploma: Office Technology and Management - 2014**  
**Rufus Giwa polytechnic, Owo, Ondo State**

- **Senior Secondary School Leaving Certificate: 2009**  
**Saint Monica's Girls Grammar school** Ondo, Ondo State
- **Primary School Leaving Certificate: 2003**  
**Richway Nur/Pry School Ondo**

## **Work History**

**Sales rep**, January 2010 to January 2011

**Gilgal Pharmacy Nigeria limited** Ipaja, Lagos State

- Provided fast and friendly customer service
- Receiving payments and issuing receipts
- Counting the money in drawer and processing items
- Maintain petty cash logs, receipts and balances.

**Sales Rep**, March 2011 to December 2011

**Bitter Truth Enterprise** Ondo, Ondo State

- Provided fast and friendly customer service
- Processing Items and services such as Typing and Printing, photocopy services etc
- Receiving payments and issuing receipts

**Secretary**, January 2015 to March 2016, September 2019 to January 2020

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- Answer phone calls and redirect them when necessary
- Prepare and disseminate correspondence, memos and forms
- File and update contact information of employees, customers suppliers and external partners
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements when necessary, document expenses and hand in reports
- Manage day - to - day activities and agenda and arrange new meetings and appointments

**HOS/Auditor**, January 2020 to September 2023

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- Signing on new clients and helping them through onboarding process
- Provided fast and friendly customer service
- Receiving payments and issuing receipts
- Ensure optimal utilization of POS terminals and mobile app
- Encourage customers to be proactive with their banking activities
- Maintain cash logs, receipts and balances.

**Self Employed** January 2024 till date

**Shop 8, Demonstration shopping complex** Ondo, Ondo State

- National Identity Card Enrollment
- NIN Plastic card issuance
- NIN corrections/Modifications
- And solving any other NIN related issues

## **OTHER SKILLS:**

- Good communication and interpersonal skill

- Integrity and transparency
- Self-motivated and target oriented
- Effective use of initiative.
- Physical and mental alertness.

## **CURRICULUM ACTIVITIES:**

- Tutoring, Travelling, Club/Societies, Volunteer Activities/Organizations

## **REFEREES:**

**HRM Engr. Raymond Akinyele**

EKII OF IFORE

Ondo, Ondo State.

08033316523

**PST. J.O. Olanrewaju**

CAC ILE AANU VALENTINO,

Ondo, Ondo State.

07013701330

**Amb. Gbenga Oluwafemi**

AMOFEM DIGITAL RESOURCES

Ondo State.

08035636742

**MR. Fatumoju Tajudeen**

WAI, Ondo West Local Government,

Ondo, Ondo State.

08038340039

**MR. Olabisi Rotimi**

ROTBIS MOTORS

Ondo, Ondo State.

08034268136