

OLORUNFEMI OLATUNDE

Chat Support

 Lokoja, Nigeria

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 Website

Objective

My objective is to find a company that I can utilize customer service and communication skills with, as well as, growing with the education that I am receiving. My years of Accounts Receivables and Customer Service give me a firm background when moving forward with my career. I would also like to capitalize on the things I enjoy the most which are working for and with other employees.

Work Experience

Secretary

El-Benmick Agro Enterprise May / 2020 - Ongoing Lokoja, Nigeria

- Research data entered in past work and filing work order as given.
- Data entry including new membership, address change, PCP change, ordering new ID card.
- Assisted in all administrative work including data entry, receptionist duties and file organisation.
- Assisted in Research and development of the organization.
- Input data on spreadsheet for the clients pertaining to order

Office Secretary

McTINKEN Enterprise Sep / 2018 - May / 2020 Lokoja, Nigeria

- Compare transcribed data, as displayed on a visual screen.
- Met data requirements per day by following programming techniques
- Established effective system for record retention by creating a database for daily correspondence tracking
- Created monthly reports for record, closed as terminated records and completed chart audits
- Entered numerical data in database in a timely and accurate manner
- Developed and created a more efficient filing system to accelerate paperwork processing

Education

B.A English Language

University of Ilorin Sep / 2007 - Jul / 2012 Ilorin, Nigeria

Skills

Microsoft Word

Powerpoint

Excel

Outlook



Skills

Management



Data Processing



Customer service

