

OLUWADAMILARE AYORINDE

Mohammed Bin Zayed

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WORK EXPERIENCE

- **office Administrator , Etihad Airways**, Abu Dhabi, United Arab Emirates(Mar 2016 to Jun 2020)
- **Office Secretary , Image Laundry** , Abu Dhabi, United Arab Emirates(Nov 2014 to Feb 2016)

EDUCATIONAL BACKGROUND

- **kwara State**, Abu Dhabi, **Diploma**, 2014, Computer Science

SKILLS

- **self-motivated**
- **initiative and high level of energy**
- **strong personality**
- **staff supervision and ability to initiate and manage cross-functional teams**
- **easy to deal with**
- **documentation and record keeping skills**
- **high respect with everyone**
- **written and verbal communication skills**
- **trustworthy**
- **accuracy in preparing assigned task**
- **flexible in terms of working capabilities**
- **proficient in ms office applications (40 wpm)**

PERSONAL BACKGROUND

° **Birthday:** - 1994-09-16