

AMINAT OMOLARA FASHOLA

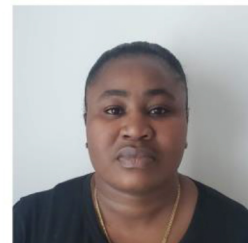
Address: Dubai

Date of birth: 21/02/1982

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Marital status: Married

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RECEPTION/SECRETARY

Career Objective

Experienced Receptionist/Customer Service Administrator with 15 years of proven work experience looking for a position in an organization where I can utilize my skills and educational background to improve the general output of the company

Education

Diploma Banking and Finance

Federal Polytechnic

2008

Nigeria

High School Leaving Certificate

Debojo Comprehensive High School

2000

Nigeria

Professional Work Experience

Redcare HMO

Jan. 2016- Dec. 2019

Position: Customer Service Executive

- Head customer administrator
- Trainer

Globacom Nigeria Limited

Jan. 2012 – Jan. 2016

Position: Customer Service Executive

- Head customer administrator

Company: Ashmart LTD

Sept. 2010 – Dec. 2011

Position: Inventory Supervisor/Supply chain analyst

- Carried out inspection daily to determine supply related needs
- Ensure facility safety and security at all times

Certification

- Customer Service and Relationship Management
- Personal effectiveness and corporate success

Professional Skills

Proficient in MS office, Slebel, 3cx, Matrix

High level of accuracy in data entry

Effective listening and communication skills for customer service experience

Good complaint resolution skills

Ability to work under pressure and self motivated

Referee

On Request