



OGUNTADE BAKRE SEKINAT M.

Receptionist

PERSONAL SUMMARY

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.

Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable receptionist position with a progressive company.

WORK EXPERIENCE

First Line Insurance Company

RECEPTIONIST February 2020 – January, 2022

Working within a reception environment providing a telephone answering, admin and reception service as well as organizing the post, welcoming visitors and providing hospitality towards guests and clients.

Duties:

- Answering all incoming calls / emails and re-routing them to relevant parties.
- Meeting and greeting visitors ensuring they are signed in and inducted.
- Opening, distributing, collecting and taking the post.
- General administration duties, photocopying, filing etc.
- Dealing with any enquiries at the reception.
- Data entry onto internal systems.
- Reporting any problems to the office manager.
- Dealing with car park requests and hospitality requirements.
- Ensuring that the reception area is tidy and clutter free.
- Monitoring stationary stock and reordering when required.
- Operating a computer system and switchboard.

KEY SKILLS AND COMPETENCIES

- Excellent telephone manner.
- Can offer a warm & friendly greeting to visitors.
- Smart, presentable appearance.
- Ensuring an efficient running and operation of the Reception Desk.
- Good organization and prioritization skills.
- Self-motivated, proactive & hardworking.
- Ability to listen and anticipate.
- Fully aware of all Health & safety legislation relating to office work.
- Experience of arranging month end invoicing on the SAGE System.
- Good IT skills Word, Excel, Email and Internet.
- Accept and adhere to the need for strict confidentiality.

ACADEMIC QUALIFICATIONS

Bachelor of Law

Olabisi Onabanji University (OOU) - 2019

REFERENCES – Available on request

PERSONAL DETAILS

*Flat 1114, al Nahda 1
Dubai, UAE*

+971 58 307 3819

oguntadesekinat@gmail.com

DOB: 13/11/1998

Nationality: Nigerian

Visa Status: Visit

Visa

AREAS OF EXPERTISE

Keyboard skills

Office software

Administration

Reception skills

Equal opportunities

Filing systems

PERSONAL SKILLS

Enthusiastic

Communication Skills

Superb customer service

Punctual

