

CURRICULUM VITAE

Name : Blessing Oluwaseyi Adegbuyi
Sex : Female
Marital status : Married
Date of Birth : 30th May, 1994
Visa Status : Own Visa
English Fluency Oral / Written : Fluent / Excellent
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Position Applied For : **Front Office/Receptionist**



JOB OBJECTIVE:

To effectively and efficiently contribute with enthusiasm, towards the realization of the corporate goals and objectives of the organization I work with/for by strict adherence to company Policies, Procedures, and Standards, fashioning out more creative ways of sustaining productivity, profitability, competitiveness, and long term survival in my field of career. Above all, to add value, and integrity to every business of my endeavour.

EDUCATIONAL QUALIFICATIONS & CERTIFICATIONS

- **Bachelor's Degree in Entrepreneurship and Business Management {B.Sc, {Hons.}}**
National Open University of Nigeria [UAE Attested](#)
- **Diploma in Data Processing (Dip)**
Goshen Institute, Nigeria.
- **West Africa Examination Certificate.**

SUMMARY OF SKILLS

- Ability to respond to inquiries from other branches and other internal customers
- Ability to apply basic mathematical concepts such as addition, subtraction, multiplication, and division to daily inventory and distribution processes
- Ability to interpret and apply policies, procedures, and instruction
- Ability to communicate effectively through reading and writing skills
- Strong physical ability to do repetitive bending, squatting, standing, walking, pushing, pulling, and hand motions
- Great ability to adjust work schedule as per the priority

WORK EXPERIENCES

mbc Group

Position: Front Office
Location: Abu Dhabi, UAE
Duration: Sept 2021 – Jan 2022

JOB RESPONSIBILITIES (but not limited to) are:

- Check guests in and out.
- Answer any question the guests may be having.
- Answer the phone and direct the call.
- Greeting and welcoming guests as they approach the front desk.
- Receive letters, packages etc and distribute them.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort, and forward emails.
- Keep updated records and files.
- Monitor office supplies and place orders when necessary.
- Monitor office expenses and costs.
- Take up other duties as assigned.

Diamond Bank Plc

Position: Customer Service Representative

Location: Lagos State, Nigeria

Duration: May 2020 – August 2021

JOB RESPONSIBILITIES (but not limited to) are:

- Serves customers by providing product and service information and resolving product and service problems.
- Attract potential customers by answering product and service questions and suggesting information about other products and services.
- Resolves product or service problems by clarifying the customer's complaints, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Contributes to team effort by accomplishing related results as needed
- Manage large amounts of incoming phone calls.
- Build sustainable relationships and trust with customers through open interactive communication.

ECC Management & Safety Training

Position: Front Office

Location: Lagos State, Nigeria.

Duration: March 2019 – April 2020.

JOB RESPONSIBILITIES (but not limited to) are:

- Check guests in and out.
- Answer any question the guests may be having.
- Answer the phone and direct the call.
- Greeting and welcoming guests as they approach the front desk.
- Receive letters, packages etc and distribute them.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort, and forward emails.
- Keep updated records and files.
- Monitor office supplies and place orders when necessary.
- Monitor office expenses and costs.
- Take up other duties as assigned.

Fun Turf

Position: Front Office

Location: Lagos State, Nigeria.

Date: Dec 2014 to Jan 2019.

JOB RESPONSIBILITIES (but not limited to) are:

- Check guests in and out.
- Answer any question the guests may be having.
- Answer the phone and direct the call.
- Greeting and welcoming guests as they approach the front desk.
- Receive letters, packages etc and distribute them.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort, and forward emails.
- Keep updated records and files.
- Monitor office supplies and place orders when necessary.
- Monitor office expenses and costs.
- Take up other duties as assigned.

HOBBIES: Cooking; Reading; Swimming; Traveling;_Skipping.

