**PERSONAL DATA**



Surname: Adewunmi

Other Names: Ayorinde Samuel

Nationality: Nigerian

Sex: Male

Marital Status: Single

Visa Status: Owned Visa

Date of Birth: 13th October, 1992

Contact: +9710569764941

Email: adewunmiayorindesamuel@yahoo.com

Desired Position: Receptionist

**PERSONAL OBJECTIVE**

Applying for the position of a Secretary where communicative and people skills, along with strong knowledge of computer platforms and other office equipment are required to effectively keep the office running smoothly.

**SKILLS**

* Excellent written and verbal communication Skills.
* Strong Organization skill with a good problem solving attitude.
* Initiative and Creative
* Effective Team-working skills
* Good analytical and presentation skills
* Managerial skills.
* Computer skills include:
* Microsoft office

**EXPERIENCE**

* **Jan, 2020 -** NEW EDGE FINANCE LIMITED

**Dec., 2020** Receptionist

* Greet clients and visitors with a positive, helpful attitude.
* Assisting clients in finding their way around the office.
* Announcing clients as necessary.
* Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
* Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
* Preparing meeting/conference room.
* Answering phones in a professional manner, and routing calls as necessary.
* Enters price changes by referring to price sheets and special sale bulletins.
* **Mar. 2018 -** BROWNIES ENTERPRISES

**Jan., 2020** SECRETARY

* Possibly managing office supplies such as stationery, equipment and furniture
* Performing ad-hoc administration duties
* Maintaining office services as required (such as cleaners and maintenance companies)
* Receiving and dispatching deliveries
* Assisting with mail as required assigned by superiors or manager
* **Dec. 2017 -** ADEYEMI COLLEGE OF EDUCATION, ONDO (DIVISION OF EXAMS &

**Oct. 2018** RECORDS)

* Keeping student’s personal files and records.
* Other records include past examination question papers, answer booklets and marking schemes.
* Distribution of results for graduating student.
* Organizing the school matriculation and convocation
* **Dec. 2017 -** Public Relation Officer, EFCC/NYSC

**Oct. 2018** Ondo State Chapter, Ondo

* Sensitization of the community member on Economic Financial Crime Commission.
* Enlightenment on the importance of education especially for Youths.
* Awareness campaign against Corruption
* **Jan. 2014 -** SP ASSETLINK NIGERIA LIMITED

**Dec. 2014** *MARKETING* ADMIN.

* Provide guidance and assist buyers in purchasing property for the right price under the best terms
* Determine clients’ needs and financials abilities to propose solutions that suit them.
* Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing.
* comparative market analysis to estimate properties’ value.
* Inspection of property to possible buyers.
* Prepare necessary paperwork (contracts, leases, deeds, closing statements)

**EDUCATION & QUALIFICATION**

* **2017** Ogun State Institute of Technology, Igbesa, Ogun state

 ***HND in Business Administration & Management (Distinction)***

* **2013** The Polytechnic Ibadan, Oyo state

  **O*ND in Public Administration (Lower Credit)***

* **2009** Itolu Community High School, Ilaro, Ogun state

  ***West Africa Senior School Certificate Examination (WASSCE)***

**OTHER PROFESSIONAL QUALIFICATION**

* **2018** Certified in Customer Relationship Management
* **2016** Certified in interconnecting CISCO Networking Devices (CCNA version 5)

* **INTERESTS**
* Traveling
* Sports
* Researching
* Art and Music