AKANBI DANIEL OLUWASETEMI

OFFICE ASSISTANT | ADMINISTRATIVE SUPPORT

Phone / WhatsApp: 0811 418 0675
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PROFESSIONAL SUMMARY

Office Assistant with six months' experience as Personal Assistant to a Director, handling about 30 documents a day, receiving 10 to 20 visitors on a slow day, managing phone calls and messages, and preparing minutes of management meetings. Trained for 1.5 years in Microsoft Word, Excel and document preparation. Organised, discreet and dependable, with a polite, professional manner.

CORE COMPETENCIES

- Document handling and filing
- Visitor reception and direction
- Microsoft Word and Excel
- Email and internet research
- Meeting minutes and note-taking
- Phone and message handling
- Typing (intermediate, Mavis Beacon)
- Confidentiality and punctuality

PROFESSIONAL EXPERIENCE

Personal Assistant to the Director | Yes Business and Logistics
6 months

- Handled and organised about **30 documents daily**, keeping records of files and documents for easy retrieval.
- Received **10 to 20 visitors** on a slow day, welcoming them and directing them to the right person.
- Managed phone calls and messages on behalf of the Director.
- Prepared **minutes of the Director's meetings**, held every two weeks and whenever urgent matters arose.
- Maintained an **Excel record of customer visits**; typed documents as required.
- Handled business information with discretion and confidentiality.

TRAINING AND EDUCATION

Professional Certificate Training | Yes Multipurpose
March 2024 – September 2025 (certificate dated 27 September 2025)

- Microsoft Word and Excel, document preparation, office productivity and basic computer operation.
- CorelDRAW and Adobe Photoshop for notices, flyers and branded materials.

Senior Secondary School Certificate (SSCE) | Destiny Model College
Completed 2026

ADDITIONAL INFORMATION

- **Language:** English (spoken and written).
- **Availability:** available to resume immediately.
- **References:** available on request.