DAODU AYOMIDE FAVOUR

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PROFESSIONAL SUMMARY

Highly motivated Business Administration graduate with hands-on experience in administrative support, customer service, front desk operations, and banking through professional work, industrial training, and NYSC. Strong organizational, communication, and problem-solving skills with a proven ability to manage office operations, maintain accurate records, and build positive customer relationships. Committed to contributing to organizational success while continuously developing professionally in a dynamic and growth-oriented environment.

CORE COMPETENCIES

Administration & Operations: Administrative Support | Office Administration | Front Desk Operations | Records & Documentation Management | Report Preparation | Office Coordination

Customer Service: Customer Relationship Management | Client Engagement | Complaint Resolution | Professional Communication | Telephone & Email Management

Business & Technical Skills: Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Data Entry | Report Writing | Documentation | Time Management | Organizational Skills

Professional Skills: Team Collaboration | Problem Solving | Adaptability | Attention to Detail | Professionalism | Integrity | Continuous Learning

PROFESSIONAL EXPERIENCE

National Youth Service Corps (NYSC)

State Universal Basic Education Board (SUBEB), Oyo State | September 2025 – May 2026

- Supported daily administrative and office operations, ensuring efficient workflow and timely execution of assigned tasks.
- Maintained official records, files, and documentation with a high level of accuracy and confidentiality.
- Assisted in preparing reports and organizing administrative information for effective decision-making.
- Coordinated internal communications and supported interactions with stakeholders.
- Collaborated with colleagues to achieve departmental objectives and improve operational efficiency.

Front Desk Officer

Private Sector Organization | 2022

- Served as the first point of contact for clients and visitors, maintaining a professional and welcoming environment.
- Managed incoming phone calls, emails, and customer inquiries while ensuring prompt responses.
- Coordinated appointments and supported daily office scheduling activities.
- Maintained accurate records, files, and administrative documentation.
- Assisted in resolving customer concerns professionally, contributing to positive customer experiences.
- Provided administrative support that enhanced the smooth running of office operations.

VOLUNTEER AND INTERNSHIP

Industrial Trainee (SIWES) | United Bank for Africa (UBA), Oye-Ekiti Branch

EDUCATION

2023 | Bachelor of Science (B.Sc.) in Business Administration | Federal University Oye-Ekiti (FUOYE)

TECHNICAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Data Entry | Report Writing | Office Documentation | Internet & Email Communication

PROFESSIONAL STRENGTHS

Excellent Communication Skills | Strong Interpersonal Skills | Leadership Potential | Customer Service Orientation | Attention to Detail | Organizational Skills | Fast Learner | Professional Integrity | Adaptability and Flexibility | Team Collaboration | Self-Motivated

REFEREES

1. Daodu Taiwo Fumilayo

Occupation: Civil Servant

Phone: 07015874849

2. Adoga Mattew

Occupation: Civil Servant

Phone: 07039279993