ABAYOMI ADEBOLA

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Location: 36 Fire Junction, Ijegun, Ikotun, Lagos State

PROFESSIONAL SUMMARY

Versatile and adaptable Public Administration graduate with hands-on experience in customer service, office administration, record keeping, and team support across training, education, retail, and computer service environments. Strong background in Microsoft Office (Word, Excel), documentation, record management, and community engagement. Out-of-the-box thinker eager to contribute to an organisation that values efficient administration, customer service, and accurate record keeping."

WORK EXPERIENCE

Manager

Adebayo Computer Center | Lagos State

April 2026 – August 20, 2026

- Oversaw daily operations and supervised staff to ensure smooth service delivery.

- Managed customer inquiries, scheduling, and record keeping.

- Maintained accurate documentation and supported business reporting.

- Coordinated resources and resolved operational issues as they arose.

Customer Representative and Record Officer (Intern)

Phylmart Supermarket | Lagos State

August 10, 2025 – November 25, 2025

- Attended to customer needs, handled complaints, and ensured a positive shopping experience.

- Maintained and updated customer and sales records accurately.
- Supported inventory tracking and daily reporting.
- Assisted in reconciling records and ensuring data accuracy.

Admin Officer / Secretary and Personal Assistant (Intern)

Cherry Noble School | Lagos State

August 2, 2024 – December 10, 2024

- Managed office documentation, filing, and correspondence.
- Provided secretarial and personal assistant support to management.
- Scheduled appointments, maintained records, and handled inquiries.
- Supported daily administrative operations and staff coordination.

Assistant Manager (Intern)

Balkis Computer Training Institute | Lagos State

August 8, 2023 – December 8, 2023

- Assisted in managing daily training center operations.
- Supported student enrollment, records, and scheduling.
- Handled customer inquiries and maintained a welcoming environment.
- Assisted with documentation and basic reporting.

EDUCATION

Bachelor of Science (B.Sc.) in Public Administration

Osun State University | Osun State

Graduated: September 22, 2026

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Documentation and Record Keeping
- Customer Service and Client Relations
- Office Administration and Secretarial Support
- Data Entry and Reporting
- Strong Communication and Interpersonal Skills
- Community Engagement and Teamwork
- Out-of-the-Box Thinking and Problem Solving
- Time Management and Multitasking
- Adaptability and Willingness to Learn

ADDITIONAL INFORMATION

- Languages: English (Fluent), Yoruba (Fluent)
- Available to start immediately