AKOMOLAFE MARVELLOUS MOTUNRAYO

Lagos State, Nigeria | 08103910849 | akomolafemarvellous13@gmail.com

CAREER OBJECTIVES

Motivated and detail-oriented graduate of English and Literary Studies seeking to contribute strong communication, organisation and administrative support skills in a professional workplace. Able to manage assigned tasks carefully, communicate respectfully with customers and colleagues, maintain accurate records, and follow up on responsibilities. Eager to support day-to-day operations as a Virtual Assistant while continuing to develop professionally.

PERSONAL INFORMATION

State of Origin: Ekiti State
Sex: Female
Marital Status: Single
Nationality: Nigerian
Location: Lagos State, Nigeria
Languages: English & Yoruba

PERSONAL ATTRIBUTES

- Clear written and verbal communication skills
- Strong organisation and time-management abilities
- Professional, polite and customer-focused approach
- Able to work independently and contribute to a team
- Patient, adaptable and willing to learn new procedures
- Careful attention to detail and accurate record keeping
- Reliable follow-up on assigned tasks and responsibilities
- Able to handle enquiries respectfully and maintain a helpful attitude

EDUCATIONAL BACKGROUND

B.A. English and Literary Studies
Federal University Oye-Ekiti, Ekiti State, Nigeria | 2026
Senior Secondary School Certificate (SSCE)
Premier Fountain College, Kudeyibu/Ijegun, Lagos State | 2017–2020

WORK EXPERIENCE

VIRTUAL ASSISTANT

January 2025 – May 2025

- Provided general virtual assistance and administrative support for assigned tasks.
- Helped organise information and keep task-related details clear and accessible.
- Communicated professionally and followed up on responsibilities as required.
- Supported routine tasks with care and attention to detail.

SALES REPRESENTATIVE

Blessed Mall, Lagos State, Nigeria | May 2025 – May 2026

- Assisted customers with enquiries and provided helpful information about products.

• Communicated politely with customers to support a positive shopping experience.
• Supported sales activities and helped customers identify suitable products.
• Worked with colleagues to support daily store activities and customer service.

SECRETARY

Organisation in Lagos State, Nigeria | One year

• Supported routine office and administrative activities.
• Helped organise information, maintain records and handle assigned clerical tasks.
• Communicated information clearly and assisted with day-to-day coordination.
• Handled responsibilities with organisation and attention to detail.

TECHNICAL SKILLS

• Written and verbal communication
• Customer service and handling enquiries
• Administrative and virtual assistant support
• Organisation, scheduling support and task coordination
• Record keeping and information organisation
• Task follow-up and time management
• Teamwork and professional communication
• Comfortable using a laptop

REFERENCES

Available on request