OLUWAFUNSHO OBASUSI

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4 Oremeji Street, Aboru, Lagos State, Nigeria

PROFESSIONAL SUMMARY

A hardworking, responsible and disciplined individual with experience in office assistance, catering and customer service. Possesses good communication, organisational and interpersonal skills, with the ability to work independently and as part of a team. Quick to learn, adaptable to new environments and committed to completing assigned responsibilities efficiently while maintaining professionalism.

KEY SKILLS

• Communication and Interpersonal Skills • Customer Service and Client Relations

• Organisation and Time Management • Teamwork and Collaboration

• Problem-Solving • Attention to Detail

• Ability to Follow Instructions • Adaptability and Willingness to Learn

• Ability to Work Under Pressure • General Administrative Support

• Basic Computer Skills

WORK EXPERIENCE

CATERER / FREELANCE

Spices Small Chops | Yaba, Lagos State | June 2020 – Present

- Assist with catering operations and food preparation.
- Maintain cleanliness, hygiene and organisation during food preparation and service.
- Communicate effectively with customers and understand their requirements.
- Ensure timely preparation and delivery of orders.
- Provide good customer service and maintain positive relationships.
- Support daily business operations and complete assigned responsibilities efficiently.

OFFICE ASSISTANT

440NG | Victoria Island, Lagos State | June 2018 – November 2022

- Assisted with daily office operations and administrative activities.
- Supported colleagues and management with assigned tasks.
- Maintained an organised and professional working environment.
- Communicated effectively with colleagues and customers.
- Followed instructions and completed assigned duties accurately and on time.
- Assisted in maintaining smooth office operations and effective teamwork.

EDUCATIONAL QUALIFICATIONS

University of Lagos (UNILAG) – Distance Learning Institute (DLI)
Undergraduate Student | 2025 – Present

De-Excel Universal College
Senior Secondary School Certificate Examination (SSCE) | 2015 – 2020

COMPUTER TRAINING & CERTIFICATION

Megatek ICT Academy
Computer Training | April – September 2025

PERSONAL ATTRIBUTES

- Hardworking, honest and trustworthy.
- Responsible and disciplined.
- Willing to learn and develop professionally.

- Able to work independently and as part of a team.
- Good interpersonal and communication skills.
- Adaptable to different working environments.
- Committed to punctuality and completing assigned duties.

REFERENCES

Available upon request.