

ADAGBOYI ESTHER ENE

52 Road, E Close, Block 4 Flat 1, Gowon Estate, Egbeda, Lagos

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Personal Statement

I am a result-driven professional seeking to apply strong analytical and problem-solving skills in the finance industry. Focused on adding value through accurate insights, efficiency improvements, and innovative solutions that support organizational growth.

WORK EXPERIENCE

FRONT DESK

Prince & Princess Hospital.

June 2023 – October 2023

September 2024 – December 2024

Lagos State

- Welcomed and assisted patients, visitors, and staff, ensuring a professional and friendly reception experience.
- Managed appointment scheduling, patient inquiries, and front desk operations to maintain smooth workflow
- Handled phone calls, correspondence, and administrative support tasks with accuracy and efficiency.
- Maintained patient confidentiality and upheld hospital service standards

LEGAL SECRETARY

Megafield Solicitors

January 2025 – Till date

Lagos State

- Organized schedules, deadlines, and meetings to ensure timely completion of critical legal tasks.
- Filed important documents systematically to ensure accessibility and compliance with organizational policies.
- Prepared and maintained contracts, agreements, and confidential records with strict compliance to standards.

ACADEMIC QUALIFICATIONS:

•FEDERAL UNIVERSITY OYE EKITI STATE

BSC Finance

2024

• MEDIAS COLLEGE

SSCE

2018

• VICTORY NURSERY & PRIMARY SCHOOL

FLSC

2013

TRAINING AND CERTIFICATE

- Institute Of Chartered Accounting (ICAN) – In view

LEARNINGS

- Business data analysis
- Execution
- Connectivity
- Patience

SKILLS

- Excellent problem-solving and risk management abilities
- Exceptional facilitation and communication skills
- Excellent problem-solving and conflict resolution abilities
- Effective team leadership and coaching skills
- Ability to adapt to changing priorities and environments

REFERENCES

Available on request