

AYOADE BLESSING ESTHR

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Address: FCT-Abuja.

PROFESSIONAL SUMMARY

I am ambitious, reliable, honest, flexible, loyal, and forward-thinking Environmental Science graduate skilled at supporting and aligning with key business initiatives, companies, organizations, with problem-solving skills, developing strategies to drive revenue growth, gather information, create awareness, research, lead, coordinate deliver projects and objectives. I am well-versed in managing business operations, sales, customer services, and offering tailored administrative support to senior management and staff. Seeking to apply Environmental principles to drive informed decision-making and solve real world problems.

PROFESSIONAL SKILLS

- Communication Skills, Problem Solving, ability to Create and Innovate, Ability to Create and Innovate
- Software capabilities, ability to make research and create awareness
- Administrative Support, office management, flexible and customer service
- Ability to motivate Customers and Staffs, plan and organize
- Ability to work independently, and with teams, lead and coordinate

WORK HISTORY

FAME Foundation as project assistant/customer service/ Secretary (2026)

- Assisted in project management, handle social media, manage customer records and respond to written correspondence
 - Assisted in graphic design, drafted captions, receiving calls, keep records, and file documents.
 - Assisted in organizing community programs, outreach, write letters, memos and enter data and follow up.

Technical Assistant Broad Cast Media Unit is - Communication Department Nigeria Revenue Service - NRS as Receptionist/ Front desk officer and Assistant.

(NYSC PPA) 2024 - 2025

- Welcome and receive guest, maintained professionalism and reception Area
- Perform data entry, filling, maintain digital or paper records, and managed schedules
- Receive calls, sort and distribute daily mail and deliveries
- Ensure the receptionist area and common spaces are clean, tidy and presentable at all times

El-Spring Basic Academy School Gwagwalada (2022 - 2023)

- Teach, took attendance, assisted in the class room, set exams, graded student, and wrote lesson note.

**F.C.T Agricultural Development Project, Agriculture and Rural Development Secretariat
Gwagwalada (2021 - 2022)**

- Fed animals, handled over 2000 domestics animal, took Registration of newly born animals, medical care, and market the animals.

Kado Wine Bar Restaurant as Assistant Cook and Waitress (2020-2021)

- Operated POS machines, handled over 70 cash transactions daily.
- Manage a large number of customers and maintained time management in the Kitchen.
- Maintained all records of sales activities in the company and provided periodic Provide sales reports to management.
- superb customer services and ensured faster business transactions

EDUCATION

- University Of Abuja – B.Sc. (Ed) Environmental Science (Second Class Upper, 2023)
- Government Senior Secondary School Karu, Abuja – SSCE (2018)
- Abuja Children`s Home Nursery and Primary School Karu, Abuja– First School Leaving Certificate (2012)

PROFESSIONAL CERTIFICATE/TRAININGS

Certificate of Participation

Skills Acquisition and Entrepreneurship Development (SAED) 2025

- National Youth Service Corps (NYSC), Abuja
- Teacher Registration council of Nigeria
- Remote work training

HOBBIES AND INTERESTS

- Travelling | Photography and | Blogging | Exploring new things

REFERENCES

Vinigat Mike

08071559973

Ayoade Sunday Fehintola

Manager Wine bar

09034427872