

ADEBOLA ADESEGUN

Lagos, Nigeria | 09058498162 | adeseGUN4real6@gmail.com

PROFESSIONAL SUMMARY

Professional and courteous Receptionist with strong communication and organizational skills. Graduate of Educational Management with experience in customer service, record keeping, and administrative support. Skilled in handling front desk operations, managing inquiries, maintaining accurate records, and creating a welcoming environment for clients and visitors.

EDUCATION

University of Ibadan - Bachelor of Education (B.Ed) in Educational Management/Economics (Second Class Honours). NYSC Completed.

RELEVANT EXPERIENCE

- Maintained records and documentation accurately.
- Handled inquiries from clients and visitors professionally.
- Processed customer payments and issued receipts accurately.
- Resolved customer complaints calmly and efficiently.
- Assisted with scheduling and administrative coordination.
- Maintained punctuality and professionalism in all roles.

CORE COMPETENCIES

- Front Desk Management
- Customer Service & Client Relations
- Telephone & Email Communication
- Appointment Scheduling
- Record Keeping & Filing
- Microsoft Office (Word, Excel)
- Time Management & Multitasking

REFERENCES

Available upon request.