

ADEGBENRO SULIAT ENIOLA

Administrative Assistant • Customer Service • Front Desk Officer

Ikorodu, Lagos State, Nigeria | 09164738763 | eniolaadegbenro48@gmail.com

PROFILE

A Business Education graduate with teaching practice experience and industrial training experience in a Treasury Department. Comfortable managing files and records, handling complaints, communicating professionally with students and staff, and supporting administrative activities. A quick learner with strong attention to detail, time-management skills, and the ability to work independently or as part of a team.

CORE SKILLS

- Administrative Support
- Calendar and Schedule Management
- Email and Written Communication
- Microsoft Office
- Data Entry and Record Keeping
- Document Preparation
- Time Management
- Organization and Coordination
- Customer Service
- Attention to Detail
- Confidentiality and Professionalism
- Ability to Multitask
- Problem Solving
- Teamwork and Collaboration
- Willingness to Learn

EXPERIENCE

Teaching Practice Experience (Administrative and Academic Support) — Ahmadiyya Senior Secondary School | June–July 2025

- Worked with experienced teachers to organize classroom activities and keep lessons running on schedule.
- Helped enforce school policies on discipline and conduct while maintaining good rapport with students and staff.
- Prepared lesson notes and lesson plans according to the school curriculum.
- Managed the classroom and maintained discipline during lessons.
- Used effective teaching methods to explain concepts and encourage students' participation.
- Assessed students' understanding through questions and class activities.
- Developed communication, leadership, classroom management, and time-management skills.

Industrial Training Experience — Olabisi Onabanjo University, Bursary/Treasury Department | 2025–2026

- Assisted with financial record-keeping and documentation.
- Supported the preparation and organization of financial documents.
- Assisted in filing and maintaining Treasury records.
- Gained knowledge of financial transactions and basic accounting procedures.
- Assisted with data entry and updating financial records.
- Developed skills in record management, attention to detail, teamwork, and confidentiality.
- Learned the importance of accuracy and accountability in financial operations.
- Assisted with dispatching and distribution of official correspondence.

EDUCATION

B.Sc. Ed., Business Education — Second Class Upper Division (2:1)

Olabisi Onabanjo University (OOU), Ago-Iwoye | 2025/2026

Secondary School Certificate

Gberigbe Senior Grammar School, Ikorodu

Primary School Certificate

Community Primary School, Mowo-Nla, Ikorodu

LANGUAGES

English — Fluent | Yoruba — Fluent