

BLESSING OLAMIDE BABALOLA

ADMINISTRATIVE ASSISTANT | SALES REPRESENTATIVE

🏠 No 51 Daniel Street, off Coconut,
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State, Nigeria., Lagos, Nigeria

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✉️ blessing.babalola02@hotmail.com

ABOUT ME

Motivated emerging professional with strong communication skills and proven ability to collaborate effectively with colleagues and clients, contributing to organizational growth. Committed to continuous learning and professional development, and eager to join a progressive organization to add value through dedication, adaptability, and a proactive mindset.

EDUCATION

BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION

Lagos State University
2026

SECONDARY SCHOOL LEAVING CERTIFICATE

Leads Legacy Private School
, LAGOS STATE
2019

SKILLS

Problem Solving

Decision Making

Manage Transactions

Strategy and Implementation

Prioritize Responsibilities and
Confidentiality

Strong Organizational and Time
Management Skills

Teamwork and Professionalism

Ability to Multitask

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Jan 2025 - Jan 2026

Guardian Newspaper

- Managed daily transactions and routine administrative tasks to support smooth office operations
- Coordinated communication between departments to ensure timely information sharing and follow-up
- Managed records and maintained important documents in an organized and accessible filing system
- Assisted with the preparation, processing and routing of documents in line with internal procedures
- Supported internal stakeholders by responding to administrative requests and providing necessary documentation

SALES REPRESENTATIVE

Aug 2024 - Jan 2025

Twins Faja Nigeria Limited

- Explained products and services to customers in a clear and professional manner, answering questions to support informed purchasing decisions
- Demonstrated products to customers when needed, highlighting key features and benefits to encourage interest and engagement
- Maintained positive relationships with existing customers, providing ongoing support and assistance to encourage repeat business and customer loyalty

HOBBIES

Conducting Research | Singing

REFERENCES

● OLUDAYO FAGBOLA

Stanbic IBTC Bank

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✉️ kingdavid778@gmail.com

COURSES

ENTREPRENEURSHIP AND BUSINESS INTELLIGENCE, LAGOS STATE UNIVERSITY

Jun 2026 - Jun 2026

DIGITAL MARKETING, LAGOS SME BOOTCAMP

Oct 2025 - Oct 2025