

VICTORIA OLUWASEUN BAMIGBELE

Ikotun, Lagos, Nigeria | +2347013379250 | victoriabamigbele@gmail.com | LinkedIn: Bamigbele Victoria

PROFESSIONAL SUMMARY

Highly organized and results-driven Administrative Professional, HR Support Specialist, and Virtual Assistant with experience in office administration, HR assistance, customer service, sales supervision, calendar and email management, documentation, reporting, social media management, and stakeholder coordination. Proven ability to support executives and teams, manage multiple priorities efficiently, and contribute to organizational productivity through effective communication, problem-solving, and attention to detail. Skilled in maintaining smooth operations with integrity, professionalism, and strong organizational skills.

CORE SKILLS

Administrative Support | HR Officer | Virtual Assistance | Email & Calendar Management | Report Writing | Data Entry | Customer Service Officer | Social Media Management | Content Creation | Documentation | CRM Software | Recruitment platforms | Event Coordination | Microsoft Word | Google Workspace | Microsoft Excel | Canva | CapCut | Inshot | Basic knowledge of HRIS software/Applicant Tracking Systems (ATS).

PROFESSIONAL EXPERIENCE

TITO BRASS FABRICS – Customer Service Representative/Sales Executive Supervisor / Administrative support

March 2025 - May 2026

- Managed customer inquiries, complaints, and feedback professionally.
- Supervised sales executives and monitored performance.
- Maintained customer relationships and improved experience.
- Prepared reports, sales records, and administrative documents.
- Handled scheduling, correspondence, calls, emails, and walk-ins.
- Supported onboarding, staff coordination, and office operations.
- Maintained accurate records using Microsoft Office tools.
- Collaborated with teams to improve service delivery and workflow efficiency

Rutnel International College (NYSC) – Assistant HR Officer (Administrative Support)

February 2025 – December 2025

- Assisted with recruitment, onboarding, and staff documentation.
- Maintained employee records and HR/administrative files.
- Managed correspondence, scheduling, and office communication.
- Prepared reports, memos, and official documents.
- Handled staff inquiries and supported daily HR operations.
- Coordinated meetings and maintained organized records.
- Supported smooth office workflow and general administration.

Valiant Women of Valour Foundation – General Secretary / Virtual Assistant/Customer Service Representative

January 2022 – October 2025

- Provided administrative, secretarial, and virtual assistant support.
- Managed emails, calendars, scheduling, and correspondence.
- Handled customer inquiries and stakeholder communication.
- Prepared reports, minutes, and official documents.
- Maintained records, data entry, and organizational files.
- Supported coordination of programs, events, and daily operations.

Good Foundation College – HR Officer (Administrative Support)

August 2020 – August 2023

- Supported HR functions including recruitment, onboarding, and staff documentation.
- Maintained employee records and ensured proper filing and confidentiality.
- Assisted in scheduling interviews, meetings, and staff coordination.
- Handled correspondence, reports, and general administrative tasks.
- Planned and coordinated school events, assigning tasks to staff for smooth execution.

Additional Experience

Marketing Representative – Dido Milk & Sanitary Pad Company (2020)

Secretary/ Customer Service Officer – Clothing & Textile Company, Ilorin (2019)

VOLUNTEER & LEADERSHIP EXPERIENCE

- General Secretary, NYSC CDS (2025): Reports, documentation, meeting minutes, scheduling.
- Polio Vaccination Supervisor (WHO Team): Team coordination and reporting.
- PHG | WOV Social Media Manager
- Research Assistant | Copywriter
- Event Coordinator / Usher, Regal Events.
- Webinar Moderator, NYSC 'Life After NYSC' Program
- HR Recruitment Officer

EDUCATION

B.Sc. (Ed.) Agricultural Science and Education

University of Ilorin | 2019 – 2024

NYSC Status: Completed (December 2025)

CERTIFICATIONS

- Teachers Registration Council of Nigeria (TRCN)
- Digital Business Skills Certification
- Customer Experience (CX) – HP LIFE
- Basic Financial Education – Kudimata
- Social Media Marketing with AI – SoloLearn
- Basics of International Human Resource Management
- Data Analysis with AI – SoloLearn
- Human Resource Management– CambridgeInt'lQualifications

LANGUAGES

English – Professional Proficiency | Yoruba – Native