

BHADMUS PAMILERIN MISTURAH

Address: 5, Eleruku Street, Sango Ota, Ogun State

Phone: 08128066526

Email: bhadmuspamilerin@gmail.com

Objective

To obtain a challenging position in a reputable organization where I can utilize my administrative, organizational, and customer service skills to contribute effectively to the achievement of organizational goals while continuously developing my professional career.

Personal Information

Date of Birth: 02 February 2003

Sex: Female

Marital Status: Single

State of Origin: Ogun State

Religion: Islam

Nationality: Nigerian

Educational Qualifications

Higher National Diploma (HND) in Software and Web Development, Kwara State Polytechnic, Ilorin (2024–2026)

Ordinary National Diploma (OND) in Computer Science, Kwara State Polytechnic, Ilorin (2020–2022)

Working Experience

The Shield Event Centre (2022–2024) – Secretary

- Managed office records and confidential documents.
- Scheduled meetings, appointments, and event bookings.
- Responded professionally to customer enquiries.
- Coordinated daily office operations.
- Maintained filing systems and records.
- Assisted with event planning and coordination.
- Provided administrative support to management.

Core Skills

Office Administration, Customer Service, Communication Skills, Leadership & Team Coordination, Time Management, Record Keeping, Microsoft Word, Microsoft Excel, Problem Solving, Attention to Detail, Organizational Skills, Event Coordination

Hobbies

Reading, Learning New Skills

Reference

Mr. Abdullahi

Event Centre Manager

Phone: +234 807 294 1380