

BHADMUS PAMILERIN MISTURAH

Ilorin, Kwara State, Nigeria
08128066526 | bhadmuspamilerin@gmail.com

Professional Summary

A highly organized and dedicated administrative professional with experience as a Secretary in a busy event centre. Skilled in office administration, customer service, scheduling, record management, and coordinating daily operations. Seeking a Manager position where I can contribute through strong leadership and administrative skills.

Core Skills

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

Education

Higher National Diploma (HND)
Kwara State Polytechnic, Ilorin
2024–2026

Professional Experience

Secretary – Event Centre (2022–2024)

Key Responsibilities

- Managed office records and documents.
- Scheduled meetings and event bookings.
- Responded to customer enquiries.

Key Achievements

- Maintained organized office records.
- Contributed to smooth event coordination.
- Delivered excellent customer service.

References

Mr. Abdullahi
Event Centre Manager
Phone: +234 807 294 1380