

OYEBAMIJI YINKA

DEBORAH

OFFICE ADMINISTRATOR/FASHION
BUSINESS MANAGER

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Office Technology and Management graduate with practical experience in office administration, customer service, teaching, and business management. Currently serving as an NYSC Corper Teacher while managing BMJ Couture House. Highly organized, proficient in Microsoft Office applications, and passionate about delivering excellent administrative support and contributing to organizational success.

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Email:

temmytee277@gmail.com

Location:Nigreria

EDUCATION

- Higher National Diploma (HND) | 2024
- Office Technology and Management
- The Polytechnic, Ibadan
- National Diploma (ND) | 2020
- Office Technology and Management
- The Polytechnic, Ibadan

RESEARCH EXPERIENCE

NYSC Corper Teacher | 2026 – Present

- Deliver classroom instruction effectively.
- Maintain accurate student academic records.
- Assist with school administrative duties.
- Prepare lesson notes and assessments.
- Collaborate with staff to improve learning outcomes.

PROJECTS

Manager / Fashion Designer

BMJ Couture House

- Manage daily business operations.
- Coordinate customer orders and appointments.
- Deliver excellent customer service.
- Promote products through social media.
- Supervise production and quality control.

• **PROFESSIONAL SKILLS**

- Office Administration
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Record Management
- Data Entry
- Customer Service
- Communication Skills
- Time Management
- Teamwork
- Leadership
- Fashion Design
- Problem Solving

PERSONAL ATTRIBUTES

- Excellent Communication
- Professionalism
- Leadership
- Integrity
- Adaptability
- Fast Learner
- Attention to Detail