

FALILAT SULEIMAN

 Lagos, Nigeria
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PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with proven experience in office administration, record management, correspondence handling, and customer support. Highly organized, confidential, and efficient in supporting executives and office operations. Proficient in Microsoft Office, document control, scheduling, and multitasking in fast-paced environments.

CORE SKILLS

- Office Administration
- Record & File Management
- Data Entry & Documentation
- Scheduling & Calendar Management
- Email & Correspondence Handling
- Customer Service & Front Desk Support
- Confidential Information Handling
- Microsoft Word, Excel & Outlook
- Time Management & Organization
- Communication & Interpersonal Skills

PROFESSIONAL EXPERIENCE

Administrative / Virtual Assistant – Law Exchange

Lagos, Nigeria | 2019 – Present

- Provided administrative support including email management, data entry, and document preparation.
- Maintained accurate digital and physical records, ensuring confidentiality and easy

retrieval.

- Scheduled meetings, managed calendars, and coordinated appointments.
- Handled client inquiries professionally via phone, email, and messaging platforms.
- Prepared reports, letters, and internal documents using Microsoft Office tools.
- Assisted with daily office operations and front desk activities.
- Managed filing systems and updated administrative records.
- Received and distributed official correspondence and documents.
- Supported supervisors with clerical duties and general office coordination.

EDUCATION

Higher National Diploma (HND) / Bachelor's Degree in Mass Communication
Moshood Abiola Polytechnic, Ogun State, Nigeria
Year Completed: 2015

CERTIFICATIONS

- ALX Career Essentials Certificate
- ALX Virtual Assistant Certificate
- ALX Professional Foundation Certificate
- Customer Service Training

PROFESSIONAL ATTRIBUTES

- Highly organized and dependable
- Strong attention to detail
- Ability to work independently and in a team
- Professional ethics and discretion
- Excellent written and verbal communication

REFERENCES

Available upon request.