

HUSSAIN ISAQ ADESOLA

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Location: Lagos, Nigeria

PROFESSIONAL SUMMARY

Motivated and reliable administrative professional with nearly two years of experience as a Secretary in a general merchandise and procurement company. Skilled in office administration, customer service, document management, and supporting daily business operations. A fast learner with strong communication and organizational skills, seeking opportunities as a Customer Support Representative, Administrative Assistant, Virtual Assistant, or Secretary.

WORK EXPERIENCE**Secretary**

General Merchandise & Procurement Company

2024 – 2026

- Managed office correspondence and administrative duties.
- Maintained and organized business records, files, and documents.
- Answered phone calls and responded professionally to customer inquiries.
- Scheduled appointments and coordinated daily office activities.
- Assisted with procurement documentation and office operations.
- Provided excellent customer service to clients and visitors.
- Supported the smooth running of daily business activities.

EDUCATION

Senior Secondary School Certificate (SSCE)

Leadcity University (Economics)

SKILLS

Customer Service, Office Administration, Record Keeping, Microsoft Word, Microsoft Excel (Basic), Google Workspace (Basic), Communication Skills, Time Management, Teamwork, Problem Solving, Attention to Detail.

LANGUAGES

English, Yoruba.