

AYOOLA OLAJUMOKE GRACE

📍 26, Olubiyi Fayinto Street, Fagba Bus Stop,
Ifako-Ijaiye, Lagos State

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CAREER OBJECTIVE

To deliver excellent professional service while growing in a challenging and rewarding work environment that offers opportunities for career development and advancement.

CORE SKILLS

- Strong problem-solving and analytical abilities
- Proficient in computer applications (MS Office, Excel, etc.)
- Excellent communication and organizational skills
- Innovative and creative thinking
- Entrepreneurial and commercial awareness
- Strong research and learning capability
- Ability to work independently or as part of a team
- Project management and multitasking
- Reliable, hardworking, and goal-oriented

PERSONAL DATA

Gender:	Female
Nationality:	Nigerian
State of Origin:	Osun State

EDUCATION

Osun State College of Technology, Esa-Oke

Higher National Diploma (HND) in Civil Engineering	2011
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Ordinary National Diploma (OND) in Civil Engineering	2008
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Imesi-Ile Commercial Grammar School

National Examination Council (NECO)	2004
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PROFESSIONAL QUALIFICATION

National Youth Service Corps (NYSC)	2013
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WORK EXPERIENCE

De Divine Light Solution Consult Limited - Secretary

Present

Responsibilities:

- Answer phone calls and manage emails.
- Prepare, type, and manage correspondence, memos, and reports.
- Maintain and organize files and office records.
- Greet and assist visitors professionally.
- Manage petty cash, invoices, and basic bookkeeping.
- Support administrative and staff training activities.

Yorikbay International Limited -Site Supervisor / Inventory Officer

2021 – 2024

Responsibilities:

- Supervised site piling and construction works.
- Received, stored, and issued goods and materials.
- Maintained accurate stock records and documentation.
- Conducted regular inventory checks and reconciliations.
- Prepared daily, weekly, and monthly inventory reports.
- Ensured store cleanliness, safety, and orderliness.

Abog + Pama Company -Front Desk Officer

2018 – 2020

Responsibilities:

- Welcomed and attended to visitors and clients courteously.
- Managed incoming and outgoing calls, emails, and correspondence.
- Scheduled and confirmed meetings and appointments.
- Maintained an organized reception and filing system.
- Provided information and support to clients and staff.

Siraj Nig. Ltd. (Consulting Engineers) — Administrative Officer

2013 – 2017

Responsibilities:

- Oversaw daily office administrative operations.
- Managed filing systems, correspondence, and reports.
- Organized meetings, schedules, and staff coordination.
- Maintained confidentiality of sensitive documents.
- Supported project and documentation management.

Ratcon Construction Company — Industrial Trainee (Inventory/Store Assistant)

2008

Responsibilities:

- Received and inspected materials and goods.
- Recorded and tracked stock items and quantities.
- Organized and maintained store layout.
- Reported shortages and excess stock to supervisors.
- Ensured safety and cleanliness of the store area.

HOBBIES

Travelling | Swimming | Meeting People | Problem Solving | Dancing | Reading.

REFEREES

- Engr. Christopher Ogbodo
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