

LAWAL OLAMIDE YETUNDE

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PROFESSIONAL SUMMARY

A motivated and organized B.Sc.Ed. Business Education graduate from Federal University Oye-Ekiti with practical experience in packaging operations and school administration. Experienced in supporting administrative activities, maintaining records, assisting with documentation, and working effectively as part of a team. Proficient in Microsoft Word and Excel, with strong communication, organization, and time-management skills. A fast learner who is eager to contribute positively to a professional organization while developing further career experience.

CORE SKILLS

Administrative Support • Microsoft Word & Excel • Data Entry and Record Keeping • Filing and Documentation • Communication Skills • Teamwork and Collaboration • Time Management • Organization and Attention to Detail • Customer Service • Problem Solving • Ability to Learn Quickly • Office Support

WORK EXPERIENCE

Assistant Secretary — Jotlad School

NYSC Service Year | 1 Year

- Assisted with general secretarial and administrative activities within the school.
- Supported the preparation and organization of school documents and records.
- Assisted with filing, documentation, and routine office tasks.
- Helped coordinate information and communication within the school environment.
- Worked collaboratively with teachers and other members of staff.
- Handled assigned responsibilities efficiently while maintaining professionalism and confidentiality.

Packaging Department — Bella Attachment Company

2017 – 2020

- Worked as part of the packaging team to support daily production activities.
- Assisted with packaging and preparation of products according to workplace requirements.
- Maintained attention to detail to ensure products were properly packaged.
- Worked effectively with colleagues to meet daily work targets.
- Followed workplace procedures and maintained an organized working environment.
- Demonstrated reliability, punctuality, teamwork, and willingness to learn.

EDUCATION

Federal University Oye-Ekiti, Ekiti State

Bachelor of Science in Education (B.Sc.Ed.) — Business Education | 2019 – 2024

CERTIFICATIONS

- B.Sc.Ed. Business Education Certificate — Federal University Oye-Ekiti
- National Youth Service Corps (NYSC) Certificate

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Basic Computer Operations
- Document Preparation and Formatting
- Data Entry
- File and Document Management

PRACTICAL EXPERIENCE

Administrative & Office Support

Gained practical administrative experience during NYSC through assisting with school secretarial duties, documentation, record organization, and communication.

Packaging Operations

Gained hands-on experience working within a packaging department, developing teamwork, attention to detail,

time management, and the ability to follow operational procedures.

KEY ACHIEVEMENTS

- Successfully completed a B.Sc.Ed. in Business Education.
- Successfully completed the National Youth Service Corps programme.
- Gained three years of practical workplace experience in packaging operations.
- Developed practical administrative and secretarial experience during NYSC.
- Developed working knowledge of Microsoft Word and Microsoft Excel.

LEADERSHIP & TEAMWORK

- Supported administrative and organizational activities during NYSC service.
- Worked collaboratively with colleagues in both school and workplace environments.
- Demonstrated responsibility and commitment when handling assigned duties.
- Contributed effectively to maintaining an organized and productive work environment.

REFERENCES

Available on request.