



# BLESSING ADEBIYI

## CONTACT

- 08102262218
- adebiyiblessing08@gmail.com
- Alarape Estate, Ikorodu, Lagos

## EDUCATION

### UNIVERSITY OF BENIN

Bachelor of Arts in  
Theatre Arts

2024

## SKILLS

- Communication skills
- Time management
- Microsoft Word/Excel
- Customer service
- Multitasking
- Record keeping

## OBJECTIVE

Motivated and detail-oriented individual seeking an opportunity to contribute positively to a reputable organization while developing my skills, gaining valuable experience, and supporting organizational goals through dedication and excellence.

## WORK EXPERIENCES

### SECRETARY GENERAL AND TREASURER

Christ Apostolic church youth  
fellowship (CACYOF)

- Maintained records, prepared meeting notes and coordinate communication among members.
- Assisted in organizing fellowship programs and managing event logistics.

### RECEPTIONIST

#### Henks Medicals Limited

- Manages the front desk excellently
- Ensuring a welcoming atmosphere
- Accurate patient data entry

## CERTIFICATIONS

- Human Resources Management
- Project Management Professional
- Customer Service & Relationship Management