

OKESOLA SULIAT DAMILOLA

Tel: 09132315269 || Email: damselbimbo@gmail.com

Address: No. 15, Chief Francis Adom Street, Oluwaseyi B/Stop, Isashi, Ojo, Lagos.

Personal Details

Date of Birth: 21st June, 1999
Sex: Female
Marital Status: Married
Nationality: Nigeria
State of Origin: Oyo
LGA: Iseyin
Religion: Christianity

Profile Summary

I'm a very thoughtful, articulate and goal driven individual who values clear communication and meaningful relationships. I demonstrate professionalism, resilience and a strong desire for personal growth while balancing learning, entrepreneurship and community engagement. I approach life with purpose, empathy and ambition. I have interpersonal skills; I'm an excellent team worker and I'm keen and very willing to learn and develop new skills.

A result-driven individual with a strong desire to succeed. Contributing the best of my abilities to improve organizational abilities and achieve management goals and targets.

Core Skills

- Detail-oriented with exceptional organizational abilities
- Interpersonal skills
- Problem-solving and decision-making skills
- Ability to work under pressure and meet tight deadlines
- Communication and presentation skills
- Adaptability and Teamwork

Work Experience

LASU, OJO

Apr. 2015 – Mar. 2016

Role: Office Manager

- Accurately typed and format documents, including letters, reports, manuscripts and written materials and also maintaining files.
- Entered data into databases or spreadsheets with precision. This may involve alphanumeric data, numeric figures or other types of information.
- Communicate effectively with other IT staff, management, and end users, regarding systems status, issues and resolutions.
- Provide basic technical support to end users, helping them with common issues.
- Ensure proper functioning of computer hardware, and software, peripherals and related equipment, coordinate repairs and replacement when needed.

ANICO VENTURES

May 2016 – Dec. 2016

Role: Sales Representative

- Build and maintain strong relationships with existing and potential customers, addressing customers inquiries and concerns promptly.
- Conduct product demonstrations and sales presentations to showcase the benefits, then tailor presentations to address customers' needs and preferences.
- Facilitates the order process, ensuring accurate and timely processing of sales orders. Coordinates with other department to fulfill customer requests.
- Be adaptable and responsive to changes in the market, customer preferences and company policies. Adjust sales approaches accordingly.

- Selling products and meeting customers' needs while obtaining orders from existing or potential sales outlets.

OP Consulting

Nov. 2018 – Nov. 2019

Role: Secretary

- Assist in daily administrative tasks such as answering phones, managing emails, scheduling appointments, and maintaining calendars.
- Streamlined tasks such as data entry, filing, and document organization, improving overall workflow and efficiency
- Act as a liaison between management and other staff, handling incoming and outgoing communications, and relaying messages effectively.
- Serve as the first point of contact for clients, visitors, or callers, providing information and assistance with professionalism and courtesy.

NYSC/IBA LGA

Nov. 2024 – Nov. 2025

Role: Final Account Assistant

- Assisted in organizing vouchers, recording, follow local government financial procedures and maintained confidentiality.
- Assisted in compiling financial data.
- Printing of bills and receipts.
- Helped estimate local revenues stream like taxes, grants or allocations to inform urgent planning for Iba LG.
- Supported final account analysis by compiling figures and checking for accuracy.
- Logging in vouchers and dispatching them to budgeting.

Education

- | | |
|---|--------------------|
| • WASSCE
Cherubim & Seraphim, Ugbonla. | 2009 – 2014 |
| • Diploma
Success Computer Technology Iba - Ojo, Lagos State | 2014 - 2015 |
| • National Diploma in Banking and Finance
Lagos State Polytechnic | 2017 - 2018 |
| • Higher National Diploma in Banking and Finance
Lagos State Polytechnic. | 2020 - 2022 |

Certification/Training

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| • LAGOS STATE POLYTECHNIC, IKORODU.
Laspotech Konsult Computer Induction Training | 2017 |
| • LAGOS STATE POLYTECHNIC, IKORODU
National Diploma (ND) Banking & Finance | 2018 |
| • LAGOS STATE POLYTECHNIC, IKORODU
Higher National Diploma (HND) Banking & Finance | 2022 |
| • National Youth Service Corps | 2025 |

Computer Skills

- MS Office
- Email, Social Media, Research and Internet
- Typing Speed - 60 WPM

References

Available Upon Request