

24, Kuduru Layout,
Bwari Area Council, Abuja.
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ADEBAYO CHRISTINE.N.

PERSONAL DATA Female; Born in Lagos on 30th May,

SUMMARY & OBJECTIVES: Dedicated Professional with demonstrated skill in customer services and time management. Experience working in challenging environments to provide customer-focused resolution and feedback and willing to take up any task to support a team and help the business to succeed.

SKILLS & ABILITIES

Communication: Able to communicate effectively in a professional business manner. Have strong oral and written communications skills acquired through study and work.

Teamwork: A result-oriented and diligent team player.

Work ethic: Able to meet deadlines and work under pressure with minimum supervision. Able to deliver results before deadlines while maintaining accuracy of output.

Passion: Enthusiastic, industrious, eager to learn new approach and very dependable.

Technical skills: Strong proficiency in Microsoft Office

Numeracy skills: Very good with numbers.

Language skills: Very fluent in spoken and written English.

EXPERIENCE

St Claires Nursery
Administrative/Supervisor

Lagos
(2024 - 2026)

Administrative Duties

- General filling of documents(physical and electronic)
- Typing and printing of official documents, letters and forms.
- Responding to official correspondence (e mails, letters and Whatsapp inquires)
- Handling general inquiries from parents and visitors.
- Handling collaborator complaints and ensure it is conceded to the management.
- Maintain staff records and general staff updates
- Ensure environment is tidy, clean and safe at all times.
- Send daily reports to parents on their baby/babies activities.
- Serve as a link between nannies and management.

Supervision of nannies

- Oversee daily activities and duties of all nannies in the creche.
- Ensure nannies follow hygiene, safety and childcare standard.
- Orient and train new nannies on school policy.
- Ensure sleeprooms, activity areas and prep food area are cleaned and set up on time.

- Monitor punctuality, discipline and performance of the nannies.

Rochester Schools **Lagos**
Secretary/Admissions/Front Desk (2017 - 2024)

- Handling collaborator complaints and ensure it is conceded to the management.
- Communication and Correspondence.
- Performed all clerical activities including data entry.
- Maintaining a filing system.
- Aliasing with account department.
- Handling enquiries.

Coordinating Admissions.

- Handle printing of all documents.
- Typing, preparing and collating reports.
- Maintaining effective records and administration.
- Organizing and servicing meetings (producing agendas and taking minutes)
- General supervision of school environment.
- Coordinate events.

Jetro Lagos **Lagos**
Front Desk (2014 - 2015)

- Answering questions and addressing complaints
- Welcoming of guest.
- Handled letters, packages and distribute them to the appropriate office.
- Prepared outgoing mails, check, sort and forward emails.
- Monitored office supplies.
- Updating of records and files.
- Conduct research.

Footprints Communication **Lagos**
Data Capture (2010 – 2011)

- Screening of Phone Calls
- Collating of Data.

Company: Max Structural Concept **Lagos**
Front Desk (2008)

Duties and Responsibilities:

- Handling questions about company's programs and dealing with client
- Maintaining and tidying the front desk
- Answering Phone calls, greeting and directing guests
- Collate and dispatch incoming correspondences

EDUCATION **Yaba College of Technology Yaba** **Lagos**
Science and Technology (Computer Science HND) 2014

Ajeromi Ifelodun Senior Secondary School Lagos
Secondary School Certificate 2004

HOBBIES Reading, Travelling and Meeting people

CERTIFICATIONS Sithri Computer School 2005
Certificate in Desktop Publishing
Certification in safeguarding and child protection 2024

REFEREES Available on request