

OBASA MARY OLAITAN

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ABOUT ME

A dedicated, personable, detail oriented, emphatic management professional that is interested in information technology, customer service, service oriented personnel with a creative thought process that can bring thorough organization to the management of office and organizational management, processes and service. Highly adaptable, impeccable management acumen, strong empathy and social skills, good time management with ability to identify customer needs, client requirements and positive projection of company's brand - image, products and services. Keen to make significant contribution in my work environment as a dependable and efficient employee being resourceful to the organization and affable towards my colleagues.

SKILL SET

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|--------------------------|------------------------|--------------------------------|
| . Customer Service | . Office Management | . Administrative Support |
| . Information Technology | . Client Relations | . Flexibility and Adaptability |
| . Corporation Management | . Communication skills | . Microsoft office Tool Suite |
| . Decision making | . Teamwork | . Emotional Intelligence |

EDUCATION & CERTIFICATIONS

- University of Ilorin, Ilorin, Kwara **State: B.Ed – Adult Education: 2018 – 2023**
- Community High School, Ibafo, Ogun State: **Senior School Certification (WAEC): 2013- 2017**
- Dayspring Private School, Ibafo, Ogun State: **First School Leaving Certificate: 2005 – 2010**
- National Youth Service Corps **NYSC: Service of National Service: 2023 - 2024**
- Nigerian Red Cross Certificate: 2024
- Teachers Registration Council of Nigeria Certification (**TRCN**): 2023

CAREER EXPERIENCES

- ABIOLA INTERNATIONAL SCHOOL, OPEBI, IKEJA, LAGOS STATE: **Front Desk Representative: 2023 – 2024**
- DUROT PRIVATE SCHOOL, ADEOYO, MUSHIN, LAGOS STATE: **Class Teacher: 2022**
- LAVIJU HOTELS, MUSHIN, LAGOS STATE: **Customer Service Personnel/Receptionist: 2020**

ACHIEVEMENTS AND CORE OPERATIONS AT ABIOLA INTERNATIONAL SCHOOL

- Managed day to day administrative tasks such as filing, maintaining records and data entry.
- Greeted parents and prospective parents of learners and made them felt welcome
- Communicated with parents and prospective parents coming for enquiries and via phone calls and providing solutions/ information to ensure their satisfaction.
- Coordinated the school's nominal roll.
- Handled correspondence and phone calls, directing them to the appropriate persons and staff members when necessary.
- Managed inventory of supplies and equipment, ensuring adequate stock levels and timely replenishment.
- Assisted in student's enrolment, registration and maintaining student records.
- Kept an up to date and accurate record of the school's population.
- Prepared and distributed reports, documents and presentations.
- Coordinated office maintenance.

ACHIEVEMENTS AND CORE OPERATIONS AT DUROT PRIVATE SCHOOL

- Worked as a grade 3 teacher
- Taught the learners the required curriculum for the term.
- Recorded the learning and teaching activities on an app called **KLACIFY**.
- Marked the learners' attendance register on each day of the week.
- Gave the learners classwork and home tasks for each day.
- Worked on Microsoft Word and Excel to type the learners' assessments and comprehensions.
- Worked on Microsoft Word and Excel to type the learners' report cards at the end of the term.

ACHIEVEMENTS AND CORE OPERATIONS AT LAVIJU HOTELS

- Welcomed customers warmly into the reception.
- Received incoming calls of prospective customers for inquiries
- Attended to customers and made sure they are well comfortable in their rooms
- Made sure they are given the best room services.

REFERENCE

AVAILABLE ON REQUEST