

OGUNTOMI OLAJUMOKE VICTORIA

Address: No 28, Balogun Layout Boluwaji Sanyo Area, Ibadan, Oyo State, Nigeria

Phone Number: 07026059178/08051283473

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CAREER OBJECTIVE

A dedicated and hardworking Office Technology and Management graduate seeking to build a career in a reputable organization where I can contribute my administrative, communication, and customer service skills while gaining opportunities for professional growth and development. Committed to delivering excellent service, maintaining professionalism, and supporting organizational goals.

PERSONAL DATA

Date of Birth: 3rd September, 2001

Sex: Female

Marital Status: Single

State of Origin: Osun State

Nationality: Nigerian

Languages: English, Yoruba

Religion: Christian

PERSONAL ATTRIBUTES / SKILLS

- Excellent Business Communication Skills
- Microsoft Word, Excel and PowerPoint Proficiency
- Office Administration and Records Management
- Front Desk Operations and Customer Service
- Ability to Work with Minimal Supervision
- Strong Organizational and Time Management Skills
- Teamwork and Problem-Solving Ability
- Attention to Detail and Accuracy

EDUCATION

Christ Apostolic Church School (2005–2011)

First School Leaving Certificate

Saint Michael Catholic Grammar School, Ekiti State (2012–2017)

Secondary School Certificate (SSCE)

Osun State Polytechnic, Iree, Osun State (2018–2021)

National Diploma (ND) in Office Technology and Management

Osun State Polytechnic, Iree, Osun State (2022–2024)

Higher National Diploma (HND) in Office Technology and Management – Lower Credit

WORK EXPERIENCE

Front Desk Officer – SL Hotel and Suite (2025)

- Welcomed guests and responded to inquiries professionally.
- Managed reservations and maintained guest records.
- Provided administrative and customer support services.

Industrial Training (IT) – Typist, Al Wajud Venture Ltd (27/03/2021 – 27/03/2023)

- Typed official documents and correspondence.
- Managed filing systems and office records.
- Assisted with day-to-day administrative tasks.

SIWES Student – Typist, Obokun Local Government (3 Months)

- Prepared and typed official documents.
- Assisted in records management and filing.
- Supported administrative operations.

HOBBIES

Reading, Learning New Skills, Listening to Music, and Meeting New People.

REFERENCES

Mrs. Owolabi Funke

Business Woman

Tel: 08108810757

Miss Adepitan Ikeoluwa

Business Woman

Tel: 08050512691