

OLUWABUNMI SHITTU

Receptionist • Front Desk • Administrative Support

08035391531 • shittuoluwabunmi50@gmail.com • Lagos, Nigeria

PROFESSIONAL SUMMARY

Motivated and customer-focused HND graduate of Public Administration with three years of experience across teaching, marketing and personal business management. Strong communication, interpersonal, customer service, record-keeping and organisational skills, with experience handling enquiries, maintaining records, coordinating activities and supporting day-to-day operations. Professional, approachable and detail-oriented, with a strong interest in Receptionist, Front Desk and Administrative roles. Currently serving under the NYSC programme.

CORE COMPETENCIES

Front Desk & Reception Support	Customer Service & Client Relations	Telephone & Email Communication
Administrative Support	Record Keeping & Documentation	Scheduling & Coordination
Microsoft Office	Data Entry & Organisation	Problem Solving
Attention to Detail	Professional Communication	Teamwork & Multitasking

WORK EXPERIENCE

Teacher — Hope of Glory Secondary School, Ibeshe, Ikorodu, Lagos State (2 Years)

- Maintained accurate student records and handled routine administrative responsibilities.
- Communicated professionally with students, parents and colleagues and responded to enquiries.
- Managed daily activities, schedules and multiple responsibilities in an organised environment.
- Maintained professionalism, confidentiality, attention to detail and a welcoming environment.
- Used problem-solving and interpersonal skills to resolve routine issues effectively.

Marketer — Oriflame (1 Year)

- Engaged prospective and existing customers and built positive customer relationships.
- Responded to customer enquiries and provided clear product information.
- Assisted customers in making suitable choices while maintaining a professional service approach.
- Supported customer acquisition and sales activities.

Business Owner / Sales & Customer Relations — Personal Perfume Business (Current)

- Handle customer enquiries, orders, payments and product recommendations.
- Coordinate order processing, packaging and customer follow-up.
- Provide responsive customer support and maintain strong client relationships.
- Manage daily business activities independently with attention to accuracy and organisation.
- Promote products through social media and other communication channels.

EDUCATION

Temple Gate Polytechnic — Higher National Diploma (HND), Public Administration | Graduated October 2024

NYSC STATUS

Currently serving under the National Youth Service Corps (NYSC) programme.

ADDITIONAL INFORMATION

Available for professional office-based roles. References available upon request.