

DAVID REBECCA MOSIMLOLUWA

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PROFILE

Detail-oriented University of Lagos graduate with a strong foundation in administrative coordination, records management and client communication. Brings hands-on operational experience in managing digital correspondence, client relations, and scheduling through independent business execution. Proactive, highly organized, and eager to bring a strong work ethic and sharp problem-solving skills to an entry-level administrative or front-desk role. Experienced in database records, managing day-to-day operations and coordinating schedules. A fast learner with strong communication, organizational and interpersonal skills, seeking an administrative position to leverage strong organizational capabilities and support office operations.

CORE SKILLS

- Administrative Operations: Calendar and Event scheduling, attendance tracking, Minute taking, Record Keeping.
- Technical Proficiency: Microsoft Office, Records management, Data accuracy, Email Etiquette.
- Interpersonal Strengths: Active listening, Structured Written & Verbal Communication, Time Management, Organization, Adaptability, Collaboration.

EDUCATION

UNIVERSITY OF LAGOS

Bachelor of Arts (B.A.) in Philosophy.

Lagos, Nigeria

Graduated: 2026

PRACTICAL AND ADMINISTRATIVE EXPERIENCE

Pentecostal Fellowship of Nigeria (PFN) Iwaya Chapter.

Secretary

Lagos, Nigeria.

2025 - 2026

- Prepared and distributed official meeting agendas, executive minutes, and weekly administrative notices.
- Maintained accurate membership database and executive records.
- Coordinated event schedules, logistics, and inter-departmental communications for executive meetings and programs.

CAC, Mount of Victory, Iwaya.

Secretary

Lagos, Nigeria.

2021- Present

- Managed attendance records, member rosters, and rehearsal schedules for an active choir department.
- Handled official correspondence, announcements and digital communications across messaging channels.
- Tracked choir inventory, music sheet archives, and logistics for special musical programs and services.

BECCA'S SHOENIVERS

Operations Manager

Lagos, Nigeria.

2024 – Present.

- Maintained custom client order database and payment logs.
- Managed client inquiries across digital channels with high professionalism and prompt response times.
- Coordinated production schedules and delivery logistics to ensure accurate and timely order fulfillment.

REFERENCES

Available upon request.