

FALAYI TEMILOLUWA ELIZABETH

 08100426287

 falayitemiloluwa3278@gmail.com

PROFESSIONAL SUMMARY

Highly organized and detail-oriented graduate of English and Literary Studies from Ekiti State University with practical experience in administrative support. Proven ability to manage office operations, maintain accurate documentation, and coordinate daily activities in a fast-paced environment. Strong communication, multitasking, and problem-solving skills with a commitment to efficiency, professionalism, and continuous development.

EDUCATION

Ekiti State University, Ado-Ekiti, Ekiti State
Bachelor of Arts (B.A.) in English and Literary Studies.

WORK EXPERIENCE;

Administrative Assistant (NYSC)

Fonas Engineering System Ltd, Lagos, Nigeria
June 2025 – May 2026

Responsibilities & Achievements:

- Coordinated daily administrative operations to ensure efficient office workflow
- Maintained and organized physical and digital filing systems for easy access and retrieval
- Managed incoming calls, emails, and official correspondence professionally
- Scheduled meetings, appointments, and maintained calendars
- Prepared reports, memos, and official documents with accuracy
- Provided administrative support to management and team members
- Improved filing system efficiency, reducing document retrieval time
- Enhanced team productivity through effective communication and coordination.

**CUSTOMER SERVICE REPRESENTATIVE
T&TS RETAIL STORE. 2023.**

Responsibilities & Achievements.

- **Welcome customers and provide friendly assistance.**
- **Processed cash and bank transfer payments accurately.**
- **Issued receipt and maintained accurate records of daily transactions.**
- **Answered customers' enquiries.**
- **Worked collaboratively with other team members.**

CORE SKILLS

- Written and verbal communication
- Administrative and organizational skills
- Time management and multitasking
- Microsoft Office Suite (Word, Excel)
- Record keeping and documentation
- Customer service and interpersonal relations
- Attention to detail

PERSONAL ATTRIBUTES

- Highly organized and dependable
- Strong problem-solving abilities
- Professional and adaptable
- Team-oriented with a positive attitude

REFERENCES

Available upon request