

TEMILOLUWA RACHEAL BABALOLA

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Location: Ibafo, Ogun state

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PROFESSIONAL SUMMARY

Detail-oriented and fast-learning graduate of Biology Education with hands-on experience in administrative tasks, client communication, and account management. Skilled in Microsoft Office tools and design platforms, with a strong ability to manage client relationships, stay organized, and deliver results. Currently serving as an NYSC corps member at LawPavilion, gaining practical experience in business operations and client services.

EDUCATION

University of Lagos, Akoka

B.Sc. (Ed) Biology Education (Second Class Lower) 2018

- December 2024

Olivet Baptist Academy, Oyo

West African Senior School Certificate (WASSCE)

2011 - 2017

WORK EXPERIENCE

Account Manager (NYSC)

LawPavilion Business Solutions

July 2025 – July 2026

- Manage client accounts and maintain strong professional relationships.
- Assist clients with product onboarding, usage, and issue resolution.
- Track client activity and maintain accurate records.
- Collaborate with internal teams to improve customer satisfaction and retention.

Contract Staff

LawPavilion Business Solutions

February 2024 – July 31, 2024

- Contacted clients to assist with product activation and onboarding. - Maintained accurate records using Microsoft Excel.
- Supported customer relations through follow-up calls and updates.

SKILLS

Microsoft Office (Word, PowerPoint, Excel)

Effective written and verbal communication

Time management and multitasking

Teamwork and adaptability

Fast and smart learner

COMPUTER SKILLS

Office Tools: Microsoft Office Suite (Excel, Word, PowerPoint)

Design Tools: Canva, Photoshop

ADDITIONAL INFORMATION

Available for virtual or on-site roles

Open to learning new tools and acquiring more certifications

Passionate about personal development and helping others stay organized