

Temitope Lawal

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Professional Summary

Highly organized Administrative and Office Support Professional with experience in front desk management, virtual assistance, customer service, documentation, bookkeeping entry, and office coordination. Currently serving as an Office Assistant/Front Desk Officer at the Private Sector Health Alliance of Nigeria (PSHAN), supporting administrative workflows, visitor relations, internal communication, and daily office operations.

Core Administrative & Virtual Assistant Skills

- Office Administration & Clerical Support
- Front Desk & Reception Management
- Calendar Scheduling & Coordination
- Documentation & Report Writing
- Basic Bookkeeping & Record Entry
- Email Handling & Professional Correspondence
- Data Entry & File Management
- Customer Service & Client Relations
- Virtual Assistance & Task Coordination
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Phone Handling & Visitor Management
- Multitasking & Organizational Efficiency

Professional Experience

Office Assistant / Front Desk Officer — Private Sector Health Alliance of Nigeria (PSHAN)

2025 – Present

- Greet and assist visitors, partners, and stakeholders professionally.
- Manage front desk activities, phone lines, and email communication.
- Maintain office filing systems and confidential records.
- Assist staff with scheduling, meeting coordination, and office logistics.
- Prepare administrative reports and ensure smooth workflow operations.

Inventory Officer — Garmprint Nigeria Limited

2018 – 2023

- Managed inventory documentation and accurate stock records.
- Prepared periodic inventory and administrative reports.
- Supported customer inquiries and provided excellent service.
- Handled front desk and clerical responsibilities as needed.

Sales Representative — More Light and More Ventures

2017 – 2018

- Managed sales activities, customer follow-up, and product promotion.

- Assisted with documentation, reporting, and client communication.
- Developed negotiation and persuasive selling skills.

Education

ND, Business Administration & Management — Lagos State Polytechnic
Secondary School Certificate (WAEC) — King Ado Senior High School | Dolphin Private School

Certifications

Customer Service, Sales & Marketing — Knowledge Exchange Centre (2020)

Key Competencies

- Documentation & Filing
- Bookkeeping & Record Entry
- Customer Relations & Communication
- Microsoft Office Proficiency
- Confidentiality & Professional Conduct
- Teamwork & Time Management

Interests

Office Administration | Client Relations | Business Operations | Real Estate Support