

YUSUFF M. OYINDAMOLA

CONTACT

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- 📍 Lagos, Nigeria.

PROFILE SUMMARY

Reliable Computer Science graduate with experience in front desk operations, customer service, and office administration. Skilled in client communication, appointment scheduling, record keeping, document management, and digital tools.

EDUCATION

2022 - 2024
D.S ADEGBENRO ICT POLYTECHNIC

- Higher National Diploma (HND), Computer Science

2018 - 2021
FEDERAL POLYTECHNIC ILARO

- National Diploma (ND), Computer Science

WORK EXPERIENCE

Zularich Properties Ltd 2024-2025
Front Desk Officer / Administrative Assistant

- Manage incoming calls, emails, and WhatsApp inquiries, providing accurate information and directing requests appropriately.
- Schedule and coordinate property inspections, appointments, and client meetings.

Allied Building Contractor 2022 - 2023
Administrative Assistant (Intern)

- Maintained organized and up-to-date client and production records.
- Responded to client emails and messages promptly.
- Coordinated meetings and prepared necessary materials.
- Assisted with forms, filing, and general office organization.

Gracefield Ventures Ltd May 2023 - Dec. 2023
Secretary (Intern)

- Scheduled and coordinated 20+ meetings and appointments.
- Prepared reports, managed office supplies, and updated contact databases.
- Assisted with document preparation, filing, and general office organization.

CERTIFICATION

- Virtual Assistant Program —
VSAVVY Academy | December 2025

Training: General Virtual Assistance,
Email Marketing, Social Media
Management, Social Media Marketing,
and Customer Service.

SKILLS

- Administrative
- Virtual Assistance & Customer Service
- Proficiency in Office Softwares

REFERENCE

Will be provided upon request