

# Tare Arigbe

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## EDUCATION - University of Ibadan

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Program: Bachelor of Arts, Philosophy (Nov 2021)

NYSC: February 2022 – February 2023

## WORK EXPERIENCE; Virtual Assistant, Lucid Ray Limited Nigeria

Apr 2022 – Apr 2023

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- Provide customer service as the first point of contact.
  - Scheduled appointments and managed calendars.
  - Conducted research as assigned.
  - Booked travel and accommodations.
  - Created presentations, as assigned

## HR INTERN(NYSC), CONCAVE ENERGY SERVICES LIMITED

Apr 2022 – Jan 2023

- Screened resumes and application forms / Scheduled and confirmed interviews with candidates
- Posted, updated, and removed job ads from job boards, and also scheduled appointments, and managed calendars.
- Gathered payroll data like leaves, and working hours, and prepared payrolls for employees.
- Prepared HR-related reports as needed and addressed employee queries about benefits.
- Updated our internal databases with new employee information.

## Manager / HR Assistant, VII STYLE & FASHION

Aug 2020 – Sep 2021

- Coordinated and allocated the resources needed to implement plans.
- Prepared payrolls for employees / Reviewed results and made any necessary changes.
- Resolved customer complaints via social media / Built loyalty and retention by making follow-up calls to existing customers.

## LEADERSHIP EXPERIENCE

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### Social Head, Philosophy Department, University of Ibadan

Oct 2019

- Organised social and cultural events to bring the entire community together.
- Participated in new student orientation.

## SKILLS AND INTERESTS

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Proficient in Microsoft Office Suite / Excellent communication skills / Good Leadership skills / Efficient craft skills

Languages - Fluent in English

REFREE AVAILABLE ON REQUEST