**OLAGUNJU OLUWANIFESIMI ELIZABETH**

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# CAREER SUMMARY

I am young graduate and with broad background in International Relations and Diplomacy. I also have vast knowledge and experience in administering administrative duties. I would describe myself as a versatile and productive lady who is confident and possesses overall personalities. I have a good work ethic, team spirit, the will to learn and relearn, adapt and also take full responsibility of tasks assigned to me in gratitude and kind gesture. I am also willing to be committed to contributing great value to the development of organizations through my skills and knowledge. I also have strong communication skills both in written and oral formats with expertise in Microsoft Office Packages such as Word, Excel and PowerPoint. I am highly skilled in refined leadership and dynamic people management with the ability to utilize project management strengths.

# SKILLS

* **Time Management Skills**: Efficient time management to execute given tasks and achieve goals.
* **Communication Skills:** Proficient in English Language and communicates well in oral and written formats.
* **Complex Problem-Solving Skills**: Ability to identify complex problems, develop and evaluate options and implement solutions.
* **Team Player & Leadership Skills**: Ability to lead a team, resolve conflict, motivate, organize, and establish rapport.
* **Technical Skills**: Proficient in Microsoft Office Suite (Word, Excel and PowerPoint).

# PROFESSIONAL EXPERIENCE

 IBADAN ELECTRICITY DISTRIBUTION COMPANY, IBADAN, OYO STATE **Dec 2022 Till Date**

 **Executive Assistant to the Chief Financial Officer**

## Organize and schedule appointments

## Plan meetings and take detailed minutes

## Write and distribute email, correspondence memos, letters, faxes and forms

## Assist in the preparation of regularly scheduled reports

## Develop and maintain a filing system

## Update and maintain office policies and procedures

## Order office supplies and research new deals and suppliers

## Maintain contact lists

## Submit and reconcile expense reports

## Provide general support to visitors

## Act as the point of contact for internal and external clients

## Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

## FEDERAL MORTGAGE BANK OF NIGERIA, CENTRAL BUSINESS DISTRICT, ABUJA Nov 2021 – Oct2022

## Risk Management Assistant (NYSC)

* Part take in conducting Risk and Control Self-Assessment of the Strategic Business Units (SBU) in the Bank.
* Review monthly Risk Incidence Reports from SBUs and escalate to relevant departments for prompt resolution.
* Assist in setting up of Management Credit Committee meetings.
* Carry out any other assignment given to me by my superiors in the department.

## NATIONAL INSTITUTE FOR SOCIAL AND ECONOMIC RESEARCH, IBADAN, OYO STATE July 2018 – Sep 2018

## Research Trainee/Assistant(Internship)

* Worked in the Political and Governance Department of the Institution, assisted Researchers to carry out their work smoothly.
* Engaged in research within the jurisdiction of the Department.

# EDUCATION

## Bachelor of Sciences (B.Sc) –International Relations

Bowen University, Iwo, OsunState **2021**

# CERTIFICATIONS/TRAININGS

* **New Horizons:** EC- Council Customer Relationship Management **2021**
* New Horizons: ComPTIA Project + Internet and Computing Core Certification (ICT) **2021**
* **Jobberman:** M-Accelerated Jobberman Soft Skills Training **2021**
* **Udemy:**  Administrative Assistant Skills: Becoming a Paid Executive **2023**

# REFEREE

* Available on request.