

Ibraheem Taofeeq

Personal Assistant

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As a highly motivated and organized individual my ultimate career objectives as a personal assistant is to assist executives and entrepreneurs in managing their day-to-day operations. Through my years of experience in administrative roles, I have honed my skills in time management, communication, and multitasking, and I am eager to apply these skills to enhance the productivity and efficiency of the individuals I work for.

My immediate career objectives include becoming proficient in various software and technology tools to optimize workflow and develop strong working relationship with colleagues and clients alike. I also aspire to continuously learn and develop new skills to stay up-to-date with current industry trends and best practices, positioning myself as a valuable asset to any team.

Ultimately, I aspire to become a strategic partner to my employers, assisting them in achieving their business goals and growing professionally alongside them. By providing exceptional organizational and administrative support, I aim to help executives focus on their core responsibilities and elevate their performance to new heights.

Skills

Communication

Leadership

Time management

Creativity

Problem Solving

Work History

2023-01
/2023-08

Personal Assistant

Oluomo Integrated Services LTD, Ikeja, Lagos

- Developed detailed action plans to track progress on projects while meeting deadlines.
- Documented services performed and updated checklists.
- Co-ordinated office activities to ensure efficient workflow of daily operations.
- Communicated well with clients in writing, by phone and in person.
- Addressed customer requests and queries and provided solutions to common problems.
- Assisted employers with events planning, organization and setup.
- Managed high priority and confidential information.

Education

2015-12
/2021-08

Bachelor of Science and/ with Education Degree: Building Technology Education

University of Ilorin, Ilorin, Kwara

Languages

English & Yoruba

Interests

Reading & Current Affairs