**Oyebola Victoria**

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# Profile Summary

# *Experienced Administrative Officer with 4 years of proven leadership in optimizing business processes and achieving operational excellence. Strong track record of managing teams, streamlining workflows, and delivering results. Adept at strategic planning, team development, and performance improvement*

# *4 years of experience as an administrative officer, overseeing diverse operational functions.*

# *Proven ability to enhance efficiency, reduce costs, and improve overall performance.*

# *Skilled in team leadership, mentorship, and fostering a collaborative work environment.*

# *Strong problem-solving skills for identifying process bottlenecks and implementing solutions.*

# *Excellent communication and interpersonal skills for effective cross-functional collaboration.*

# *Proficient in strategic planning, process improvement methodologies, and project management.*

# Key Competencies & Skills

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| * Operations Management * Process Improvement * Strategic Planning * Team Leadership & Development | * Operations Management * Process Improvement * Strategic Planning * Team Leadership & Development | * Vendor Management * Project Management * Critical Thinking * Time Management |

# Professional Experience

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| **Administrative Officer Aug 2021- Apr. 2023** |
| **Versatile Minds** |

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## Key Achievements & Main Duties

* Provided administrative support to executives and team members, including drafting documents and reports.
* Implemented and improved office procedures to enhance workflow and efficiency.
* Responded to inquiries from internal and external stakeholders, maintaining a professional and helpful demeanor.
* Organized and coordinated company events, conferences, and meetings.
* Collaborated with IT and facilities teams to address office equipment and space requirements.
* Supported the flow of information within the team to enhance productivity.

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| **Administrative Officer Nov. 2020- Dec. 2021** |
| **Pcplace** |

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## Key Achievements & Main Duties

* Managed day-to-day administrative operations, including office supplies, equipment, and facilities.
* Coordinated projects, meetings, and events, ensuring deadlines are met.
* Maintained accurate records and documentation, both electronic and physical.
* Prepared and edited documents, reports, and correspondence.
* Supported with recruitment process and contract preparation
* Supported with community development programs

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| **Administrative Officer Sept 2015 - Nov. 2016** |
| **Mr Biggs** |

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## Key Achievements & Main Duties

* Assisted in budget tracking, expense reports, and financial documentation.
* Handled inquiries from colleagues, clients, and external parties, providing excellent customer service.
* Organized and maintained files, databases, and records in an organized manner.
* Collaborated with cross-functional teams to ensure smooth workflow and communication.
* Supported the Finance Manager in managing the financial aspects of Vacations by keeping track on accounts receivable and payable,
* Provided adequate Customer Service to give clients remarkable experience at Epsom House.

# Education

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| **National Diploma in Banking and Finance 2019**  *Auchi polytechnic.* |

# Certifications

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| **Project Management Certification 2023** |