

Olabisi Aje

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Performance-driven and knowledgeable administrative support personnel with extensive experience in overseeing various daily office operations, maintaining confidential documents and files and managing office inventory and supplies. Possess a well-developed Administrative, Organizational, & Interpersonal skills with the ability to work as part of a team in a supportive & well-structured organization.

WORK EXPERIENCE

COPORATE SERVICE SUPPORT | ENTERPRISENGR, Victoria Island

January 2023– Date

- Manage front desk operations, warmly welcoming and aiding visitors, clients, and staff with professionalism and courtesy.
- Perform various administrative duties, including data entry, filing, and report preparation.
- Prepare and arrange boardrooms for meetings, ensuring availability and functionality of necessary materials.
- Take accurate minutes during meetings, capturing key discussions, decisions, and action items
- Coordinate office maintenance, collaborating with building management and service providers.
- Maintain adequate office supplies by timely ordering, ensuring seamless workflow.
- Contribute to drafting policy documents, ensuring adherence to organizational guidelines and clarity of information.
- Assist the HR officer in screening and scheduling interviews for potential new hires.
- Provide administrative support across all departments, showcasing flexibility and a willingness to collaborate.

ADMINISTRATIVE SUPPORT /CASHIER | O RENO NIGERIA LIMITED

November 2021- November 2022

- Assisted the manager in ensuring smooth running of operations in the organization.
- Managed transactions with clients using the cash register, processed payments in cash, checks or debit cards.
- Utilized Peachtree accounting software/Sage to accurately record and categorize all sales transactions, ensuring that all relevant data is entered promptly and with precision.
- Liaised with production staffs to ensure materials get into inventory.
- Answered phone calls, handled correspondences
- Ensured maximum client satisfaction

ADMINISTRATIVE ASSISTANT | REDEEMERS UNIVERSITY, Osun State

(National Youth Service Corps)

November 2020- November 2021

- Assisted in the registration of new students & filed student records.
- Answered student enquiries and provided information on university programs and resources.
- Received and dispatched letters, sorted them based on recipient and departments.
- Offered clerical support to faculty members such as filing, typing, copying, scanning etc.

RESEARCH INTERN | NIGERIA INSTITUTE FOR OCEANOGRAPHY AND MARINE RESEARCH, Victoria Island.

May- September 2017

- Assisted researchers in carrying out laboratory experiments, preparing materials and setting up equipment to be used while adhering to safety protocols.
- Participated in all field experiments and assisted with sample data collection.
- Assisted with preparing slides for weekly presentations.
- Participated in all research-related workshop and trainings.

EDUCATION

- **B. AGRICULTURE - FISHERIES MANAGEMENT**

Olabisi Onabanjo University (OOU), Ago-Iwoye, Ogun State
2014 – 2019

SKILLS

- Excellent Administrative & Organizational skills.
- Excellent Communication & Interpersonal skills.
- Problem solving & planning skills.
- Excellent computer skills; recordkeeping, documentation, supervision, scheduling, monitoring and evaluation skills.

REFEREES

- Available on request.