

OSISANYA OLADIPUPO MOSES

5, Ogun Close Ojodu Berger Lagos Phone
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Profile:

Highly skilled Office Administrator with an impressive background specializing in administrative work and office support. Dedicated to creating office environments conducive to optimal workflow and success. Bringing forth the ability to support and stimulate office stability and growth.

Employment History:

Facility Manager at La- Alianza Services & Uber Driver Lagos
June 2021-Till Date

- Management of Clients' Properties.
- Ensuring the office runs smoothly.
- Provide transportation services by using personal car.
- Picking up passengers from designated locations.
- Handles payment through Uber App.

Office Manager at Messrs Segun & Segun Legal Practitioner Lagos
JAN 2015 – MAY 2021

- Delegated and monitored clerical and administrative tasks to increase workflow.
- Filling of legal documents.
- Management of Clients' Properties.

Office Assistant Amag Nigeria Limited Lagos
JAN 2014 – Dec 2014

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Taking and delivering messages.
- Ensuring the office runs smoothly.

Education:

Entrepreneurship & Business Management at National Open University Lagos
Oct 2020 – Present.

Skills:

- Ability to Work in a Team
- Microsoft Office

- Communication Skills
- Leadership
- Time Management

References:

Available on Request.