

AFOLABI TAIWO SEFIU

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SUMMARY

Experienced in Office Technology and Management, adept at streamlining processes and optimizing workflow efficiency. Skilled in project coordination, document management, and fostering positive relationships. Committed to continuous improvement and staying updated on emerging technologies. Seeking opportunities to contribute to organizational success with my expertise.

SKILLS

- Computer skills
- Office Management skill
- Attention to detail
- Strong oral and communication skills

WORK EXPERIENCE

Wakaforme Errands - *Osogbo*

2019

Secretary

Duties and Responsibilities

- Maintaining timely and accurate general ledger
- Maintaining timely and accurate account reconciliations
- Preparing monthly financial statements
- Daily cash management, including cash forecasting
- Participating in the budgeting and forecasting process as requested
- Oversee front office administration

Computer Operator

Duties and Responsibilities

- **System Monitoring:** Computer operators are responsible for monitoring the performance and operation of computer systems, including servers, networks, and peripheral equipment, to ensure everything runs smoothly. Assist in monitoring capital projects business development projects
- **User Support:** Providing technical support to end-users is often required. Computer operators assist users with basic troubleshooting, answer questions about software or hardware functionality, and may escalate complex issues to higher-level support teams when necessary.

Customer Service

Duties and Responsibilities

- Helps customers troubleshoot and resolve technical issues with their current devices.
- Provides guidance on preparing the phone for swapping, including data backup, factory reset, and device eligibility checks.

EDUCATION

Office Technology and Management (Federal Polytechnic Offa, Kwara State)

2022

National Diploma

Unique International School Ikirun, Osun State
Western African Examination Council – *WAEC*

2018

HOBBIES

- Travelling, Reading and Meeting people.

REFERENCES

- Available on request