

BABALOLA OLUWABUNMI GIFT

Olambe, Ogun State | [09048404989](tel:09048404989), [08139603469](tel:08139603469)
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CAREER OBJECTIVE

To work in an organization that recognizes and encourages individual contribution and hard work, where the core value of honesty, team work and diligence are paramount.

EDUCATION

Bachelor of Science – Mass Communication 2021 - till date
National Open University, Lagos State.

West African Examination Certificate 2014 - 2020
Government Secondary School, Abuja

EXPERIENCE

JUST RITE – Gudugba, Lagos State. 2023 – Present

CASHIER

- Handles transactions and payment from customers.
- Provides customer service.
- Issuance of receipts to customer.
- Balancing the cash drawer.

WITTYBITS BUSINESS HUB – Abule Osho, Lagos State 2023 – 2024

SECRETARY

- Managed front desk operations, including receiving visitors and responding to inquiries.
- Maintained accurate and up-to-date records and databases.
- Provided administrative support to senior staff members.
- Developed and implemented effective filing systems.

DUOLA KIDDIES ACADEMY – Abule Osho, Lagos State 2022 – 2023

CLASS TEACHER

- Teach and educate the pupil (academically and morally).
- Monitored the pupils and guide them through their day-to-day activities.

SKILLS

Digital Literacy: Microsoft Office (Word, PowerPoint, Excel, Outlook), G-Suite, Internet research.

Leadership: Listening & communication (written & Oral), Team player & Time management, Analytical & Critical thinking, Attention to detail, Customer service, Report writing, and Problem-solving.