

OLAYIWOLA RACHEL OMOTOLA

N0 16, Taiwo street Ajah, Lagos. Phone: 09076156362 E-mail:

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PERSONAL DATA:

Date of Birth:	2nd April 2002
Gender:	Female
Nationality:	Nigerian
State of Origin:	Ogun State
L.G.A.	Ogeda
Marital Status:	Single
Religion:	Christianity

OBJECTIVE:

➤ Ability to understand procedure to work under pressure and more tight schedule with little or no supervision and prompt and to be punctual.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

➤ Happy Bet Nursery & Primary School, Lagos.	2006 – 2013
First School Leaving Certificate (FSLC)	
➤ Happy Bet Secondary School, Lagos	2013- 2019
Senior Secondary Certificate Examination (SSCE)	

WORK EXPERIENCES:

WINE HOUSE	2023–2024
Position Held: receptionist	
ALBERT	2022 – 2023
Position Held: Fashion Designer	
➤ KEYSTONE	2021 – 2022
Position Held: Office assistant	
➤ MTN Office	
Customer Care Service	2019 – 2021

Office Duties and Functions

- Recording all customers issues.
- Record and book keeping of all reports.
- Responding to customers service desk calls and tracking data calls used in company.

SKILLS & ATTRIBUTES:

- Computer Appreciation (MS PowerPoint ,Typewriting, Ms-Word and Ms-Excel)
- Adaptable and organized
- Ability to work under pressure and good interpersonal relationship.
- Ability to work and produce results effectively.

LANGUAGE

Fluent English

INTERESTE / HOBBIES

Singing, Reading and Music

REFEREES

Available on request