vv

Anthony Olusegun

**Summary**

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels.

Apart from being immediately available, I have a strong background in general administration along with experience of working within a customer focused company like yours.

**Skill** **Highlights**

* Problem solving
* Leadership skills
* Excellent communicator

**Experience**

* Leadership skills
* Decision making

**Briham Recruitment Company**

Office Administrator

2010 – 2011

* Processing of all the payroll on a weekly basis.
* Managing payroll and other tasks relating to staff wages
* Answering incoming calls in a professional manner.

**Coventry Nigeria**

Administrative Officer

2011 – 2014

* Organized the set-up of all Office meetings.
* Filed and maintained accounting and payroll records
* Took minutes during staff meetings.

**Phone**

*0804-7657-432*

**Email**

*sample@gmail.com*

**Address**

3, Ike Street, Ikeja, Lagos.

Education

|  |  |
| --- | --- |
| **University of Birmingham, Birmingham** | ***2003 - 2006*** |
| *BA (Hons)* | *Corporate Hospitality* |  |
| *2007 - 2011***Central College Birmingham** | ***2002 - 2003*** |
| *Diploma in Business Studies* |  |
| *2006- 2007***North Birmingham School** | 1. ***- 2002***
 |

*A Levels*

*2001- 2006*

**Contact**

v