

# Anthony Olusegun

## Contact

### Phone

0804-7657-432

### Email

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### Address

3, Ike Street, Ikeja, Lagos.

## Education

### University of Birmingham, Birmingham

*BA (Hons) Corporate Hospitality*

2007 - 2011

### Central College Birmingham

*Diploma in Business Studies*

2006- 2007

### North Birmingham School

*A Levels*

2001- 2006

## 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 communication
- Leadership skills
- Decision making

## Experience

### Briham Recruitment Company

2005 - 2006

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

1998 - 2000

Administrative Officer

2011 – 2014

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