

RAHMON OLUWABUNMI SUKURAT

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OBJECTIVES

Highly organised and reliable administrative assistance with over 4 years of experience enhancing the efficiency of office operations through administrative support. Ability in coordinating schedules, meetings, and communications with external vendors. Possess strong multi-tasking skills and ability to assist customers via phone and email within short timeframes.

SKILLS AND ABILITIES

Product design	Figma	Organisational skill
Social media management	Canva	Communication
	Microsoft Word	Time management
	Excel	Attention to detail
		Data filing

WORK EXPERIENCE

Teacher | National Youth Service Corps | Nov 2022 – 2023

- Teaching and encouraging students
- Creating meaningful learning experiences
- Leveraging technology to support learning

Presiding Officer | Independent National Electoral Commission | 2023 Governorship/State of Assembly election

Coordination of all activities in the polling unit

- Ballot paper issuance
- Transmitted accreditation data using BVAS
- Pasted the completed publication of result poster

Assistant Presiding Officer1 | Independent National Electoral Commission | 2023 Presidential/National Assembly election

- Verification of voters with the use of BVAS
- Register-check, inking and statistics
- Assists in the preparation and sorting of the ballots

Administrative Assistant | Lovemax Pharmacy | Mar 2021- Nov 2022

- Supported day-to-day office operations by providing quality administrative support
- Facilitated the transition of paper-based files and record systems to an electronic records management system
- Improved interdepartmental communication and coordination by facilitating open dialogue across all organisational levels
- Creating sales strategies
- Evaluating performance

Administrative Assistant | Oluwasesan Sose Investment Ltd | Jan 2016 - Nov 2019

- Coordinated a wide range of administrative activities, including scheduling appointments, organising events, planning team meetings, and managing contracts
- Maintaining and managing customer accounts using computer application
- Collected customer feedback and made process changes to exceed customer satisfaction
- Consistently maintained excellent service standards by promptly responding to customer inquiries

Receptionist | Bulad Executive Hotel | Dec. 2014 – Dec. 2015

- Greet all guests and assist them with check-in and check-out

- Manage guests bookings and reservations
- Answer and forward phone calls
- Respond to all guest questions and request
- Communicate information accurately, clearly and as intended

CERTIFICATION AND EDUCATION

	Years	Degrees
Jobberman Soft-Skills Training Certification	2023	
National Youth Service Corps	2023	
Social Media Certification eMarketing Institution	2023	
Public Administration The Oke Ogun Polytechnics Saki, Oyo State	2022	Higher National Diploma
Local Government Studies The polytechnics Ibadan, Oyo State	2014	National Diploma

REFEREES

Mr. Egbedina P.O

Lecturer

The Oke Ogun Polytechnic, Saki

+234806832814

Mr. Odebo G.

The Managing Director

Gbefat Company

08053954987

LANGUAGES

Fluent in English and Yoruba

