

# ATOYEBI BLESSING MOYOSORE

## CONTACT

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Lagos Island.  
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## EDUCATION

Ibadan City Polytechnic  
  
*Business Administration and  
Management*

- *National Diploma*
- *Higher National Diploma*

## KEY SKILLS

- Data analytics
- Time Management
- Work ethics
- Excellent communication
- Organized

## CERTIFICATES

- NYSC
- *Higher National Diploma*
- *National Diploma*
- SSCE
- *FSLC (First school leaving certificate)*

## REFERENCES

Available upon request

## PROFILE

Dedicated and results-oriented business administration graduate with strong analytical skills and a passion for enhancing operational efficiency. Eager to apply academic knowledge and internship experience in a challenging business environment

## WORK EXPERIENCE

OCT 2023 – OCT 2024

Alert Group

*Administrative Department*

- Managed daily office operations, including scheduling appointments, organizing meetings, and maintaining office supplies
- Assisted with onboarding new employees, providing training on office procedures and software.
- Managed the procurement and distribution of office stationaries and supplies ensuring consistent availability and efficient use of resources.
- Assigning tasks, monitoring the quality of support staff and providing guidance as needed to maintain a professional and hygienic workplace.
- Assisted in preparing reports and presentations, ensuring accuracy and adherence to deadlines.
- Served as the first point of contact for clients and visitors, providing excellent customer service and addressing inquiries effectively
- Collaborated with cross-functional teams to streamline operations, improving efficiency by 15%.
- Conducted market research to support strategic planning initiatives.