AGBELESE, Bolanle C.

PROFESSIONAL SECRETARY

CONTACT

+234 (0) 802 306 9477
+234 (0) 809 954 0756

bolaagbelese67@yahoo.com

House 7, Newtown Estate,
Pakuro, Mowe, Ogun State.

AREA OF EXPERTISE

- Proficient use of Microsoft Office Suites
- Client Relations, customer service, organization, office administration, agenda-setting, c-level engagement, executive administration.
- Data gathering, record keeping, confidentiality, research, excellent report writing and documentation skills, stakeholder management, vendor management, database management.
- Project management, event coordination, basic book-keeping, negotiation, strong leadership, effective communication, and business development.

EDUCATION

HND, Secretarial Administration *1992*
The Polytechnic, Ibadan, Oyo State

OND, Secretarial Studies *1989*
Ondo State Polytechnic (Now Rufus Giwa), Owo

BIO-DATA

Date of Birth: 27th April, 1967
Gender: Female
Married Status: Married
Nationality: Nigerian
State of Origin: Ekiti State
LGA: Ido/Osi

HOBBIES

- Watching wrestling
- Listening to music

REFERENCES

Will be made available upon request

CAREER SUMMARY

I am an astute and self-directed professional with over 22 years of experience effectively managing offices, resources using the best practices, ethics and process improvement strategies. A creative thinker, people-oriented time manager and team player who is committed to service, human capital development and nation building with ability to solve problems and a passion for results who is also seeking to leverage background into serving the nation in a strategic role to further develop the economy and develop the upcoming generation alongside.

PROFESSIONAL EXPERIENCE

Secretary to the Rector *2018 - Date*
Yaba College of Technology, Yaba

- Provide superior administrative support to the rector
- Maintain a high level of confidentiality with great judgement and discretion
- Coordinate and plan the rector's itinerary.
- Maintain the office imprest and handle the disbursement of funds to appropriate quarters
- Receive all visitors to the college and handle the checking of incoming and outgoing mails.

Confidential Secretary *2007 - 2018*
Yaba College of Technology, Yaba

- Acted as the secretary across various departments

Customer Service Officer *2006 - 2007*
Skye bank Plc, Ikeja

- Provided effective customer service and assisted in resolving problems within given authority
- Cross- sold the bank's other products and services, referring customers to appropriate staff as indicated.
- Recorded, filed, scanned documents, updated information, prepared wire transfers and sorted mails or reports as required.

Secretary to the Manager *2000 - 2006*
Co-operative Bank Plc, Ikeja

- Acted as a first point of contact; dealing with correspondence and phone calls.
- Recorded, filed, scanned documents, updated information, prepared wire transfers and sorted mails or reports as required.
- Provided personal administrative support to the manager and the bank through conducting and organizing administrative duties and activities including receiving and handling information.

Temporary Secretary *1994*
United Nation Drug Control Programme,
Ikoyi

Admin Officer *1989 - 1990*
MAMSER (Now National Orientation Agency),
Abuja

COURSES AND TRAININGS ATTENDED

Advanced Office Management & Administration	*2019*
The Certified Office Information Technologist and Managers in 21st Century Organisations	*2013*
Essential Secretarial Skills Improvement	*2011*
Event Planning and Decorations	*2010*
Training Workshop for Confidential Secretaries	*2009*
Management Courses for Secretaries	
Office Management for Effective Productivity; the Secretary & Executive Officer's View-Point	
Participant at Training for Secretaries	
Refresher Courses for Secretaries	