

# Oni Esther Oluwadamilola

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## Objective

An enthusiastic professional experienced in the Administrative industry looking for a suitable role to enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

- **Icon Hall Academy Aradagun Badagry** Secretary Aug 2015 – May 2018
  - Handling of itinerary for the School head
  - Typing all the school documents and exam questions
  - Record keeping
  - Maintaining the office equipment and supervision
- **AIICO Insurance Company** Marketer July 2018 – Dec 2021
  - Canvassing potential customers
  - Communicating the company's product policy with the customer
  - Compiling informed reports to guide all marketing-related efforts

## Education

- **OND (Federal Polytechnic Ede, Osun State)** Office Technology and Management 2015
- **HND (Lagos State Polytechnic)** Office Technology and Management 2020
- **Federal Polytechnic Staff School** West African Senior School Certificate 2005

## Professional Certificates

- **LEAM Consultant** Certificate of Human Resources Management 2022

## Skills

- Microsoft Office
- Excellent communication skills
- Organizational skills
- Teamwork
- Time management

## References

Available upon Request