

ISEBENI OBARO MARTINS

Administration Exposure



Experience

2021

MOUNTAIN TOP UNIVERSTY, IBAFO

Job Position: Admin officer
University Hospital

Responsibilities

- Receiving of payment and issuance of receipt to private patient
- Depositing of cash to university bank account
- Reconciliation of account under supervision
- Giving of monthly report of payment received.



Objective

To apply my knowledge in the best interest of your organization, and also to develop my ability and make a positive difference in the position i occupy in your organization.

2019

MOBIL FILLING STATION, IBAFO

Job Position: Secretary/Assistance Supervisor

Responsibilities

- Checking of pump Sales
- Verification of daily sales
- Assisting the Manager to measure Oilage
- Checking of attendance punctuality
- Giving the report of daily sales and other branches to the Managing Director



Personal Info

Address

**33, Ogundeji Street,
Mowe, Ogun State.**

Phone

+2348168418539

+2348066334081

+2348029025820

E-mail

isebenimartins@gmail.com

2018

GOLDEN SCEPTRE, IKEJA, LAGOS

Job Position: Archivist

Responsibilities

- Preserve and maintain documents and archival materials
- Create and maintain computer archives and databases
- Organize and classify archival records to make them easy to search through.

Date of birth

25/07/1983

Gender: Male

Status: Married

State of Origin: Delta

2013 –

DE-IGZEKTIV ENT, MILE 12, LAGOS

Job Position: Administrative Officer

Responsibilities

- Attending to customers' needs
- Distribute and store correspondence. (e.g. letters, emails and packages)
- Organizing a filing system for important and confidential company documents



Skills

- Ability to work as competent member of a team.
- Providing back-up support for co-workers when appropriate.
- Proficient in documenting files effectively and efficiently.



Technical Strength

Microsoft office suit
(Word, Excel, & Power point)



EDUCATION

CALEB UNIVERSITY, IMOTA, LAGOS - 2020
B.Sc. - POLITICAL SCIENCE

THE POLYTECHNIC IBADAN - 2013
OND PUBLIC ADMINISTRATION

MARIGOLD COLLEGE, LAGOS - 2008
SENIOR SCHOOL CERTIFICATE EXAMINATION

MAIDAN PRIMARY SCHOOL, LAGOS - 1996
FIRST SCHOOL LEAVING CERTIFICATE

REFERENCE: AVAILABLE ON REQUEST