

# GOROTH PETER AYOMIKUN

37, MOGAJI STREET, OLODI - APAPA LAGOS STATE.

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## OBJECTIVE

Resourceful and detail-oriented Mass Communication graduate with a strong foundation in customer experience, administrative support, and digital content management. Seeking to contribute my communication skills, problem-solving abilities, and technical proficiency to a dynamic organization. Passionate about delivering exceptional service, enhancing brand presence, and supporting operational efficiency while continuously learning and growing in a challenging, team-oriented environment.

## DISCIPLINE: MASS COMMUNICATION

### EDUCATION

- **Tansian University, Umunya, Anambra State – B.Sc. in Mass Communication (Second Class Honours, Upper Division) – 2024**
- **Osun State Polytechnic, Iree – HND Mass Communication (Lower Credit) - 2022**
- **Ogun State Institute of Technology, Igbesa – ND Mass Communication (Lower Credit) – 2019**

### PROFESSIONAL EXPERIENCE

#### **Freelance Media & Virtual Assistant      September 2024 till date**

- Revamped social media pages and optimized digital presence for clients
- Created compelling CVs and cover letters tailored to job requirements
- Managed social media content calendars and assisted in brand communication.

#### **HR/Admin Assistant, Pacesetter Multi-purpose Cooperative Society      Oct 2023- Jul 2024**

- Conducted interviews, organized executive meetings, and handled correspondence
- Resolved customer complaints and improved client satisfaction through timely solutions
- Handled high volumes of communication, provided reliable HR and administrative support

#### **Customer Experience Officer, United Bank for Africa      Feb 2023 - Sept 2023**

- Delivered consistent customer support and addressed inquiries across digital platforms
- Improved customer loyalty by ensuring satisfaction with bank products and services

#### **Documentation Officer, Stallion Nigeria Ltd.      Nov 2019-Jul 2020**

Tracked international shipments and ensured accurate documentation of Exchange Control Documents (ECD), Form M, SONCAP certifications, and proforma invoices

### ADDITIONAL INFORMATION

- **Technical Skills:** Proficient in Microsoft Word, Microsoft Excel, Knowledge of Microsoft PowerPoint, Google Workspace, ChatGTP, Teams, Zoom.
- **Soft Skills:** Growth mindset, Communication, Time management, Anticipating client needs, Confidentiality and discretion, Proactiveness, Attention to details, Creativity, Customer Experience.
- **Certifications:** ALX Africa Virtual Assistant, Jobberman Customer Service Experience, Digital Doctor Company ( Social Media Management), Cisco Networking Academy, Chartered Institute of Human resources Management (Personnel Manager).
- **Hobbies:** Researching, Studying and Traveling.