



Sesi Hungbo

Customer Service, Asst head of Editorial, Admin

Female | Nigeria, Lagos

Citizenship: Nigeria

A results-driven Clinical Microbiologist with a seven-year background in administrative support and management. Eager to apply my scientific expertise and analytical skills to a challenging role, while also utilizing my proven abilities in customer relations and team coordination to support organizational goals. I have worked in several companies, with passion and dedication to work.

Contact

+234-8141798130

sesihungbo@gmail.com

m

TOLUWANI SESI HUNG

BO

Tolu Sesi Hungbo

Skills

Human Resource Management

Interpersonal communication

Management

Executive Assistant

Healthcare

Emotional Intelligence

Human Resources

Customer Experience

Artificial Intelligence

Languages

English

Intermediate - 02



French

Beginner - 01



Yoruba

Intermediate - 02



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Professional Experience

Assistant Head of Editorial Publicity

National Youth Service Corps

Dec 2024 - Jan 2025

Provides support to the publicity and editorial teams by coordinating media outreach, managing press materials, and assisting with author events.

Phlebotomist and Laboratory Assistant

CLINIX HEALTH CARE

Jan 2022 - Jun 2022

General laboratory practice

Laboratory scientist and Administrative Support

DEO Ace Diagnostic

Sep 2021 - Jan 2022

Provided administrative support to the laboratory science team, managing patient records, scheduling appointments, and ensuring efficient daily operations. Maintained inventory and handled confidential documentation.

Executive Assistant and Laboratory Scientist

HWT Diagnostics Centre

Aug 2015 - Sep 2021

Managed daily operations and administrative functions at HWT Diagnostic Centre, ensuring efficient patient scheduling, record management, and staff coordination.

Educational History

- **Bsc. Microbiology**
Southwestern University of
Nigeria
Jun 2023 - Jul 2025
- **HND.microbiology**
Yaba College of
Technology
Jun 2022 - Feb 2024

Certifications

- **Data analyst**
Deloitte
Mar 2026
- **Jobberman Softskills**
Jobberman
Oct 2025
- **Executive Assistant mastery**
Allison Academy
Aug 2025
- **Cci membership class**
Apostle Emmanuel iren
Apr 2025