

GANIYAT ADENEKAN

Address: 25, Adedeji Aderogba Street, Okunola Road, Egbeda, Lagos State, Nigeria ·

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CAREER SUMMARY

I am a hard-working and driven lady who isn't afraid to face challenge. I'm passionate about my work and I know how to get the job done. I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything I do.

CAREER OBJECTIVE

2021 – TILL DATE:

SALES AGENT, MATRIX HOMES AND PROPERTIES LTD.

273, IPAJA ROAD, DHL BUILDING OLUDE BUS-STOP IPAJA LAGOS.

JOB FUNCTIONS

- **Administrative**
 1. Answer phone calls and emails
 2. Schedule appointments and showings
 3. Update property listings
 4. Drafts and deliver documents
 5. Order supplies
- **Marketing**
 1. Create and distribute promotional materials
 2. Network with potential clients and local businesses
 3. Run advertising on the campaign.

2019 – 2020:

ADMINISTRATIVE EXECUTIVE, NEGOTIUM PLUS SERVICES

32B ARANYEWU STREET OFF RAMAT CRESCENT OGUDU GRA LAGOS.

JOB FUNCTIONS

1. Provides high level of administrative and secretarial support to all team leads
2. Managing scheduling appointments
3. Arranging meetings and other events
4. Managing traditional paper and / or electronic filing systems
5. Performing basic bookkeeping and / clerical duties
6. Negotiating with vendors
7. Reviewing incoming documents

EDUCATION

2005 - 2011

WEST AFRICAN EXAMINATION COUNCIL (WAEC), PRUDENT COMPREHENSIVE COLLEGE

I was a quick learner and teachers favorite which earned me the title of a prefect both in Junior level and secondary level

2017 - 2021

BACHELOR OF SCIENCE (BSC), NATIONAL OPEN UNIVERSITY

Won the 2nd place as the student of the year, class of 2021.

Best student in Entrepreneur department, class of 2021.

SKILLS

- Fast Learner
- A good team player
- Organizational skills and ability to multitask
- Flexibility and adaptability
- Effective Leadership
- Proficient in the use of Microsoft Word and surfing the internet for materials
- Effective communication
- Problem Solving

ACTIVITIES

Experienced in driving profitability, managing company organization structure and communicating with the board and other company allies.

REFERENCES

Available on request.