**AFUN IFEOLUWA ELIZABETH**

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# **CAREER OBJECTIVE**

To pursue a career in a dynamic, flexible and reliable organization that has a strong business culture and as well as prospect for personal growth and career development. I’m Passionate about educating people on preventive health practices and volunteering.

# **SKILLS**

* Customer care service
* Flexible and adaptive to change
* Good teaching skills
* Excellent communication skills
* Content writer
* Computer literacy (Html, Microsoft Word, PowerPoint and Excel)

# **WORK HISTROY**

**Dimex Options Limited** ***Sept 2020 – till date***

*63/65 Egbeda-Idimu road, Lagos State.*

***Relationship Officer/content writer. 2020***

* Intermediary between car dealers and the company
* Writing of articles and latest news on company's website
* Review copy and correct errors in content before information is uploaded on the company's website.
* Handling of company’s social media account.

***Administration/Logistic Officer (Motorcycle) 2021***

* Organizing orders for despatch
* Provide customer care services
* Handling of company’s website and mobile app.

**Oxford Homes and Properties** ***Aug 2020 – Dec 2020***

*Road331, I close, Gowon Estate, Lagos State.*

**Team lead and Realtor**

* Recruiting of employees
* Organize market storming for team members
* Investment consultant
* Intermediary between clients and company

**New Edge Finance Limited *Dec 2019 – April 2020***

*No 39, Ogunnusi road, Ogba, Lagos State.*

**Underwriting audit specialist**

* Responsible for checking the loan documents of customers’ integrity and authenticity.
* Verify the authenticity of the loan applicant’s information and abnormal credit risk point through telephone verification, online inspection and other methods.
* Provide audit opinion according to the risk policy Input report using Microsoft and excel.
* Ensure the completion of credit review of accepted projects within the specified period.

**Ekiti State University, Ado-Ekiti *Feb 2019 – Oct 2019***

*Iworoko road, Ado-Ekiti, Ekiti State.*

**Office Assistant (NYSC)**

* Dispatched results and memorandums
* Prepared the offices for project defense and department meetings
* Disseminated necessary information to the students from the HOD
* Worked alongside the secretary in students’ data documentation

**MUSLIM GIRLS HIGH SCHOOL *Sept 2017 – march 2018***

*GRA, Ijebu-Ode, Ogun State.*

**Teacher (teaching practice)**

* Taught physical and health Education to JS2 students
* Representative of student-teacher inter-house sport committee
* Class teacher

**National Drug Law Enforcement Agency (Ndlea) *Jan 2017 – Feb* 2017**

* Class coordinator (SIWES)
* Taking of class attendance

**Youth Builders Initiative *2016***

*Ebutte-meta, Lagos State.*

**Undergraduate Volunteer**

HIV/AIDS testing and counselling

* Documentation of resources used
* Assisted the accountant in documentation for staff payment
* Addressed in-groups on the danger of unprotected sexual intercourse.

# **EDUCATIONAL HISTORY**

**Tai Solarin University of Education, Ijebu-ode, Ogun** 2018

B.Sc (Ed)Health Education second class upper (division)

**Dorkiel College, Alimosho, Lagos State** 2013

Senior school certificate of Examination

# **INTERESTS**

* Meeting new people
* Reading
* Writing
* Having topical discussions

# **REFEREES**

* Available on request