# 3, Rd 8, Oke Gada, Ede Osun State.

Phone: 08038470421, E-Mail: biadefola2015@gmail.com

#### **Personal Summary**

A task (Individual or Group) driven graduate of International Relations with experience in social and interpersonal relations related capacities- customer service and teaching. A creative writer with impressive social media marketing skills. Looking for an organization where my skills can be effectively utilized and improved.

#### **Personal Details**

Date of Birth: 26th March, 1990

Gender: Male

State of Origin: Osun

Local Government of Origin: Ede North Local Government

Marital Status: Single

Number of Children: Nil

Disability: Poliometilis (Walks with a staff)

## **Career Objectives**

- To use the knowledge acquired over time to contribute in a selfless and worthwhile service geared towards helping the organisation reach its utmost target.
- To give innovative contribution and work with little or no supervision in order to produce excellent results.
- I am looking for a suitable position with an employer who cares strongly about the personal and professional development of their employees and who has on-going programs designed to nurture, develop and promote individuals to their maximum potential.
- To break new grounds, have my name written in GOLD and become a reference figure in my profession.

## **Personal Objective**

To be relevant when success is discussed.

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### **Strengths**

My strength lies in my Trustworthiness, Discipline, Patience, Determination and Attention to details.

### Weakness

I'm rather relaxed about deadlines. The confidence that I will always beat the set deadline even if I start in the eleventh hour may be a weakness.

#### **Education and Qualifications**

### **B.Sc.** (Hons) International Relations (Upper Class Division)

Obafemi Awolowo University, Ile-Ife.

(2011-2015)

#### SSCE (West African Senior Secondary School Certificate Examination)

Command Day Secondary School, Ede.

(2002-2008)

### **Experience**

#### **Blogger**

bientrends.com.ng

March 2017- Present

- Writing contents
- Publishing contents
- Promoting published posts

#### Administrative Assistant (Admissions)/NYSC

Adeleke University, Ede, Osun State.

May 2016- May 2017

- Prospected for new students
- Prepared admission letters
- Registered newly admitted students
- Prepared matriculation list and numbers
- Kept records of admitted students
- Attended to students' JAMB related issues.

#### **Classroom Teacher**

Royaltech Model College, Sekona, Ede, Osun State

Aug 2015- Mar 2016

- Taught English Language at the Junior Secondary School level and Government at the Senior Secondary School level
- Set Test and Examination Ouestions
- Marked and Graded students
- Organised and coordinated the activities of literary and debating society

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#### **Attendant and Sales Clerk**

Thick Leather shoe materials, Ondo, Ondo State.

Aug 2008- Oct 2010

- Attended to customers.
- Took records of sales and supplies.

### **Modus Operandi**

I don't dive into tasks head on. Instead, I research facts about the task by observing the prevailing routine of its execution and the results such as been bringing, prospecting chances of success in a method and deciding the most suitable plan of action.

#### **Leadership Roles**

#### Coordinator

NYSC Drug Free Club (DFC), Ede North Local Government Chapter

Sept 2016 - May 2017

#### **General Secretary**

Ede Youth Movement

Jan 2013- Dec 2013

#### Awards

NYSC Ede North Local Government Merit Award for CDS Presidents

2017

Best in Economics (SSS 3) - CDSS, Ede

2008

Best in Accounts (SSS 3) - CDSS, Ede.

2008

Best Overall Student in Government (SSS 1) CDSS, Ede.

2006

Best Overall Student in Commerce (SSS 1) CDSS, Ede.

2006

### **Skills**

- Communication
- Leadership
- Digital Marketing
- Social Networking
- Microsoft Packaging

#### **Interest and Hobbies**

- I enjoy Reading, Writing, Watching Football and Listening to Music.
- Writing and recording spoken word articles
- Blogging

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# **Philosophy of Life**

Anything the mind of man can conceive and believe, it can achieve.

## Referees

Pastor T. Owolowo

Proprietor Royaltech Model College Sekona, Ede. 08035696120.

Mr Abolaji Solomon

Administrative Officer (Admissions), Adeleke University, Ede. 07038925464.