

YAKUBU SAHEED MASHOOD

ADDRESS: 19, Taiye Ariwayo Drive, Ologunfe, Awoyaya, Lagos.

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CAREER OBJECTIVE

Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

SUMMARY

- Energetic self-starter with experience in Customer Relations and Executive Assistant roles
- Skilled in providing exceptional service to clients as well as customer interaction
- Skilled in managing calendar and E-mails

KEY SKILLS

Soft Skill

- Effective communication
- Strategic Planning
- Customer Service
- Logical Thinking
- Ability to work under Pressure
- Working under little or no supervision
- Emotional Intelligence
- Team Management
- Time Management
- Attention to Detail and Accuracy

Technical Skill

- MS Office
- Programming
- Data Entry and Expense Tracking
- Project management
- Internet Research
- Travel Research and Booking
- Create Slide and Presentation
- E-mail Management
- Creating Meeting and Agenda

- Managing Calendar
- Zoom

EXPERIENCE

Billionaire Realtor Group.

2020-2021

Obligations include but are not limited to:

- Sales Personnel
- Costumers Relations Representative
- Prepare communications, such a memos, e-mails, reports and other correspondence
- Engage in event planning and meeting setup implementation
- Create and maintain filing systems, both electronic and physical scheduling of meetings with clients.

Alvin Grey & Associates.

2020-2021

- Sales Personnel

EDUCATION

The Olabisi Onabanjo University, Ago-Iwoye, Ogun State.

2015-2021

BSc in Computer Science

Bola Ige Millennium Senior Secondary School, Tolu, Ajegunle, Lagos State.

2009-2012

Senior School Certificate Examination (SSCE)

Atebheda Nursery and Primary School, Agbede, Edo State.

1998-2006

First School Leaving Certificate

PERSONAL CERTIFICATES

Master Classes for Web Designing Course (HTML, CSS, JS, SEO)

2022-2023

Online Course - Udemy

