

# Salako Olasunmbo Adebisi

**Address:** Goodness Estate, Ojoo, Ibadan, Oyo State.

**Phone:** +234 8167258576

**Email:** mcslaks@gmail.com

## Summary

Experienced teacher and treasurer with excellent teaching, exceptional people skills and project management skills. Action - oriented with strong ability to communicate with technology, executive, and business audiences. Versed in political law and coordinating activities. Desires a challenging role as an Administrative officer.

### PROFILE:

An enterprising personality with excellent interpersonal, verbal and written communication skills. A good strategist, team player, leader and always willing to learn with a positive and cheerful approach,

### CAREER OBJECTIVE:

An Administrative officer in dynamic stable business environment with prospect for personal growth and development. Where my demonstrated customer service, leadership, multitasking and project management skills can improve the organization's profitability and image, also developing innovative ideas, being a good team player and ensuring optimum utilization of resources towards the development and achievement of the organization goals.

### PERSONAL DATA:

Date of Birth: 18<sup>th</sup> of March 1992

Sex: Male

Marital Status: Single

Nationality: Nigerian

State of origin: Osun

Local Govt Area: Ejigbo L.G.A

### WORK EXPERIENCE:

Anjola – Oluwa Academy, Ilesa, Osun State

May 2017 – Apr 2019

**Position:** Teacher.

National Youth Service Corps (NYSC)

Jun 2016 – May 2017

Aroma Group of School, Igbokoda, Ondo State

**Position:** Teacher

Anjola – Oluwa Academy, Ilesa, Osun State

Nov 2015 – Feb 2016

**Position:** Teacher

### EDUCATION:

**B.Sc.** ed Political Science

- 2015

Obafemi Awolowo University.

Senior Secondary Certificate (SSCE)  
Ejigbo Baptist High School, Ejigbo Osun State.

- 2008

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**LEADERSHIP  
EXPERIENCE:**

1. Gathering of Intellectuals Ola- Ejigbo, Osun State – Jan 2019  
Position Held: Treasurer
2. Aroma Group of Schools Igbokoda, Ondo State -Nov, 2016  
Position Held: Corp Members' Coordinator

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**COURSES  
TAKEN:**

Certificate of training on Project Management (e-SAP) -2014

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**ADDITIONAL  
SKILLS:**

Microsoft Office package: Microsoft Word, Excel, Access,  
Power- Point; CorelDRAW

**PERSONAL  
ATTRIBUTION:**

- Good communication skills
- Ability to work with little or no supervision
- Excellent oral and written skills
- Good command of English Yoruba Languages
- Independent and innovative
- Resilience and tenacious in pursuit of excellence
- Teamwork
- Integrity and honest
- Good interpersonal and communication skills
- Ability to learn fast with a keen eye for details
- Creative, innovative and imaginative

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**HOBBIES:**

Reading, Music, Tennis

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**REFERENCES:**

Available on request

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