

# OLOGUN MOYINOLUWA ANUOLUWAPO

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## PERSONAL PROFILE:

A graduate of Philosophy, I plan to build on the experience I have gained within and outside my degree in improving the organization and for the achievement of their corporate goals. I am swift at elevating performance throughout all areas of accountability as well as render quality and excellent services in order to impact positively to any organization I find myself and to the society.

## PERSONAL BIODATA:

- ❖ Date of birth: February 27th 1995
- ❖ Marital status: Single
- ❖ State of Origin: Ondo
- ❖ Gender: Female.

## SKILLS:

- ❖ Computer skills
- ❖ Effective communication skills
- ❖ Good team management skills
- ❖ Leadership skills
- ❖ Initiative, organized and creative
- ❖ Selling skills
- ❖ Excellent corporate relationship skills.

## EXPERIENCE:

### ❖ NYSC, Oduduwa College, Ile- Ife, Osun state 2018-2019

**Position:** Teacher/ Corper Asst Admin officer

**Responsibility:**

➤ **Respond to All Written Correspondence**

Typically handle all phone calls coming into the school. Converse with school officials, parents, and teachers, handle complaints, and address issues pertaining to students and school policies. Answer emails from administrators, parents, and vendors.

➤ **Support Teachers and School Administrators**

Provide daily support to school personnel. Generally order school supplies, generate letters and reports, and arrange meetings.

### ❖ Ana cakes and decor. 2014-2017

**Position:** Sales manager

**Responsibility:**

➤ Responsible for motivating and advising the reps to improve their performance, as well as hiring and training new **sales** representatives.

➤ Achieve objectives through effective planning, setting **sales** goals, analyzing data on past performance, and projecting future performance.

## EDUCATIONAL BACKGROUND:

### ❖ B. A, Philosophy, Adekunle Ajasin University, 2014-2018 Akungba-Akoko, Ondo state

### ❖ SSCE, Fakunle Comprehensive High School 2011

## CERTIFICATIONS

### ❖ NYSC Certificate Osun State Orientation Camp 2019

### ❖ Certified in Human Resource Management, Federal University of Technology, Akure, and Ondo State. 2019

### ❖ Diploma in Environmental Health and Safety 2019

### ❖ Certificate in Customer Relations, Sitgo, 2017.

## HOBBIES

❖ Selling

❖ Problem solving

❖ Teaching and learning

## REFERENCES

Available upon request