

ADEBOYE AYOMIKU EMMANUEL

Residential Address: No 7 Ilori Street, Abba Paan, Ologuneru, Ibadan.

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A result-oriented professional with hands-on experience in working in settings that require full use of my skills and offer avenues for personal development and growth while contributing immensely to the growth and development of the organization.

PERSONAL DATA

Nationality:	Nigerian
State of Origin:	Kogi State
Sex:	Male
Marital Status:	Single
Languages spoken:	English and Yoruba

CORE SKILLS

- | | | |
|---|-------------------------|-----------------------|
| • | Microsoft Office Suites | Strategic Planning |
| • | Customer Engagement | Teamwork |
| • | Critical Thinking | Time Management |
| • | Flexibility | Relationship Building |

PROFESSIONAL EXPERIENCE

- | | |
|-----------------------|--|
| July 2020 | Halogen Group, Ibadan
Administrative Assistant <ul style="list-style-type: none">• Welcome and attended to visitors, screening them as part of the office security measures and directed them accordingly• Ensured the safe keeping of confidential materials• Provided excellent customer service.• Adhered to all company service and operating standards. |
| July 2019- June 2020. | Anwar-ul Islam Grammar School
Class Teacher(NYSC) |



- Designed and administered weekly lesson plans.
- Responsible for instruction, testing and reporting across classes.
- Collaborated well with other teachers and administrators.

July 2017 – June 2018

T-Square Enterprise, Lokoja.

Sales Manager

- Tracked sales goals and reporting results as necessary.
- Monitored the activities and performance of the sales team.
- Developed your sales team through motivation, counselling, and product knowledge education.
- Promoted the organization and products.

EDUCATION/CERTIFICATIONS

**Kogi State University, Anyigba.
Bachelor of Science
Economics**

2018

**St Clement Minor Seminary, Lokoja, Kogi state.
West African Senior Secondary School Certificate (S.S.C.E)**

2013

OTHER CERTIFICATIONS:

- **CERTIFICATE OF NATIONAL SERVICE**

2019.

PERSONAL INTERESTS

- Reading
- Hair Styling.
- Photography
- Music

