

OGUNGBURE BOLA

OBJECTIVES To function and offer first class service in a dynamic, corporate, and challenging environment thereby developing good professional standard while keeping in line with the organization goals and aspiration, which offer an opportunity for growth.

WORK EXPERIENCE

Mosamed Nigeria Limited, Ibadan
February 2021 – April 2023

*Job Title: **Personal Assistant***

Specific Job Functions:

- Taking notes of all official and unofficial tasks and events of the Managing Director
- Responsible for reminding the MD of upcoming tasks, events and deadlines
- Ensure all letters and invitations from other staff members and organisations are scrutinized and submitted to the MD at the end of each business day
- Respond to all incoming phone call and disseminate information and necessary
- Manage and record the Company financial records
- Act as a representative of the MD when he is absent at the office

ISON EXPERIENCES, Kingsway Building, Dugbe, Ibadan
November 2020 – January, 2021

*Job Title: **Customer Care Representative***

Specific Job Functions:

- Listening to customers complaints and understanding the situation in order to provide suitable solution
- Collection of customer's feedback and tagging them appropriately on the comment section of CRM on Convox Application
- Persuading customers to take or accept organization sales and services
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National Social Investment Programme

November 2017 – October 2020

*Job Title: **Classroom Teacher***

Specific Job Functions:

- Motivating pupils with enthusiastic, imaginative presentation
- Maintaining discipline
- Teaching all areas of the primary curriculum
- Working with others to plan and coordinate work
- Working with parents to maximise their involvement in the school and the development of resources for the school
- Keeping up to date with changes and developments in the structure of the curriculum;
Organising and taking part in school events, outings and activities which may take place at weekends or in the evening
- Liaising with colleagues and working flexibly, particularly in smaller schools

	<ul style="list-style-type: none"> - Meeting with other professionals such as education welfare officers and educational psychologists, if required. <p>Organising the classroom and learning resources and creating displays to encourage a positive learning environment;</p> <p>Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;</p> <p>Meeting requirements for the assessment and recording of pupils' development</p> <ul style="list-style-type: none"> - Providing feedback to parents and carers on a pupil's progress at parents' evenings and other meetings; <p>Taking responsibility for the progress of a class of primary-age pupils;</p> <p>Preparing and marking work to facilitate positive pupil development;</p> <p>Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;</p>	
EDUCATION	<p>University of Ibadan, Ibadan, Oyo State, Nigeria</p> <p><i>Bsc (Hons) Psychology</i></p>	2017
	<p>Jubril Martins Memorial Grammar School, Lagos, Nigeria</p> <p><i>Senior School Certificate Examination/WAEC</i></p>	2007
TRAINING & DEVELOPMENT	<ul style="list-style-type: none"> • Customer care Representative, December 2021 • Conflict Resolution and Complaints Handling, June 2022 • Core Communication Skills, June 2022 • Record Keeping, June 2022 • Risk Assessment, June 2022 • Supervision and appraisal, June 2022 • Understanding your Role, June 2022 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent oral and written communication skills • High intellectual capability • Creative and innovative • Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) • Proficiency in Accounting packages (SAGE 50, Peachtree) 	
REFERENCES	Available on request	