

AMBALI MAYOWA SAMUEL

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Political Science | Office Support | Administrative Professional

PROFESSIONAL SUMMARY

Political Science graduate with additional knowledge in administrative duties. Dedicated ,goal oriented and motivated graduate seeking opportunity that will allow me use my knowledge and skills in a way that is beneficial to my employer and allow for future growth, advancement and achievement of organizational goals and objectives and for personal development.

CORE SKILLS AND COMPETENCE

- Sound knowledge and use of MS Office(Words&Excel)
- Strong organizational and Administrative awareness, with multitasking abilities
- Excellence in oral and written communication in English with proven strength for personal engagements
- Attention to details with strong follow-up for customer retention, great Interpersonal Communication abilities

EDUCATION

- **2019 – Present**, M.Sc. International Relations, University of Ibadan, Ibadan – Oyo State
- **2011 – 2015**, B.Sc. Political Science (Hons.) Second Class Upper Division from Olabisi Onabanjo University, Ago-Iwoye –Ogun State

WORK EXPERIENCES

Teaching Staff (July 2017 – Nov. 2017)
Community High School,
Adamasingba Ibadan – Nigeria

- Effectively taught with concrete and relatable examples for well assimilation by the students
- Ensured that students comprehend the curriculum and support students who require special guidance
- Brilliantly developed lecture notes that is well understood by the students
- Mentored the student on career choice and peer pressure and coordinating co-curricular activities
- Assisted the school management with fresh ideas to accomplish set goals and favorable teaching condition

CERTIFICATION

2018, Institute of management and leadership productivity development (**IMLPD**)

2018, Human Relation Management Proficient

Office Assistant (Jan. 2016 – April 2017)
Josmath Investment Limited
Lagos – Nigeria

- Engaged in dispense of Industrial chemical
- Supported other staffs in achieving company's goal
- Provided quality and lasting goods to customers.

LEADERSHIP

(Nov. 2017 – April 2018), Assistant Corps Liaison Officer, Ibadan North-West Local Government, Ibadan Oyo State

- Documentation of new corps members
- Assistance in writing detailed and summarized projects progress report
- Provided informative presentations to corps members
- Worked as an intermediary between corps members and NYSC officials.