



ADEBAYO ADEBISI KHADIJAT

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PERSONAL PROFILE

A pro-active, meticulous, dedicated and result oriented with B.Edu educational management/Mathematic with firm grip of both theories and practical analysis. I have experience in ICT and Entrepreneurship Programming. An excellent leader and team player with proven ability to manage multiple tasks within tight time while delivering excellent value for money services. Looking forward to secure a role on an environment where my skills and experience will be fully utilized.

EDUCATIONAL QUALIFICATION

University of Ibadan, Ibadan, Oyo State. 2018

- B.Edu. Educational management/mathematics (Second Class upper Division)

Federal college of education (special), Oyo, Oyo State. 2013

- NCE computer education

Anglican Grammar School, Eyin Grammar, Molete Ibadan, Oyo State. 2008

- Secondary School Certificate Examination

WORK EXPERIENCE

NPG Farms and Hatchery, Oluyole Ibadan, Oyo State 2020- Till Date

Customer Service Representative

- Manage large amounts of incoming calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Meet personal/customer service team sales targets and call handling quotas
- Provide accurate, valid and complete information by using the right methods/tools
- Keep records of customer interactions, process customer accounts and file documents
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution

Divine Glory Comprehensive High School, Akure Ondo State. 2019- 2020

Class Teacher

- Preparing the daily lesson note.
- Teaching all areas of the school curriculum.
- Taking responsibility for the progress of a class.
- Meeting requirements for the assessment and recording of pupils' development.
- Keeping up to date with changes and developments in the structure of the curriculum.

Splash Hair Saloon, Iju Ishaga Lagos State
Hair Treatment Specialist

2014-2016

- Braid and weave hair
- Proactively develop new customers
- Provide bleach, dye, and hair tinting services
- Demonstrate and sell hair care products and cosmetics
- Consistently increase guest retention by building relationships and pre-booking appointments
- Develop a strong professional presentation, technical ability, and relationship building skills
- Provide excellent customer service skills and strong work ethic
- Provide haircut and blow-dry services, keratin smoothing, formal styles for events, and any other services you are trained for

Blace Computer Institute, Ibadan Oyo State
Computer Instructor

2012-2016

- Organize, maintain and manage class systems in proper working condition.
- Teach students and learners to use computers.
- Design and develop appropriate computer instructional material.
- Manage and monitor student behavior.
- Initiate and implement systems, procedures and other student management issues.
- Develop and implement lesson plans and classroom activities in consistent with the student management issues.
- Conduct group training sessions.

SKILLS AND INTERESTS

- Ability to use Microsoft Package suit effectively.
- Ability to work and get result at high speed.
- Possession of great team player.
- Ability to work in an environment as long as it is to realize the organization goal.

REFEREES

Mr. Ayoade Oluwatosin.

Head of I.T Department,
Ultimate Microfinance Bank,
Ipaja Lagos.
08034437376

Mr. Adekunle Bashir.

Proprietor Wisdom Race,
International School,
Ibada Oyo State.
08064216139.

