

# AJIBOLA OLUWATOBI VICTOR

No 10 The Levite Christian Assembly, Federal Secretariat Road, Ikolaba GRA Ibadan

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Date of Birth: 14<sup>th</sup> March, 1993. Marital Status: Single

## CAREER PROFILE

A highly organized, well presented, self-motivated, and confident person. I can manage and interact with people at all levels. I am a fast learner, possessing ability to communicate complex and sensitive information. I am result oriented and innovative and I also possess strategic thinking and leadership skills. I am performance driven and competent in managing issues with proven ability to provide excellent management solutions

## EDUCATION

2013-2017      OBAFEM AWOLowo UNIVERSITY, ILE-Ife, OSUN STATE

B.A Linguistics

2004-2010      BISOLA COLLEGE OF ART AND SCIENCE

2011            West African Senior School Certificate Examination(GCE)

## WORK EXPERIENCE

### ISON XPERIENCES

#### Tata Motors

##### Customer Care Executive (2019- Present)

- Make cold call to customers as an outbound agent.
- Tag each calls according to the company standard.
- Meet up with monthly target.
- Stand in for Team Lead while on leave and ensured smooth running of the team
- Identify customers need, pass the correct information and tag for further follow up.

##### COOL/ WAZOBIA FM KANO

##### INTERN- Reporter

(2018-2019)

- Interviewed community members for potential story ideas and feature writing assignments related to the arts and politics.
- Meeting guests for the radio programme beforehand and discussing the outline of interviews.
- Investigate questions and timely story ideas in the community as developments happen and create news stories detailing breaking events.
- Reported on assigned story ideas from an editor about crime and policing in the metro area and sought additional topics by using resource persons.

## **OSUN STATE MINISTRY OF HEALTH**

### **Personal Assistant**

**(2017-2018)**

- Served as the Personal Assistant to the Special Adviser to the State Governor on health matters
- Acted as first point of contact; dealing with correspondence and phone calls
- Managed diaries and organized meetings and appointments
- Booked and arranged travels

## **SKILLS**

- Exposure to Microsoft office suite
- Good level of written and verbal communication skills
- Adequate attention span for consuming detailed information
- Ability to work well within a team and balance multiple organizational relationships
- Great analytic skills
- Ability to prioritize effectively and accept challenging responsibilities
- Excellent relationship-building and team-work capabilities

## **PERSONAL QUALITIES**

- Committed to delivering high quality results, with cost and effective use of resources
- Discreet and respects confidentiality
- Integrity and high personal ethical standards

## **Leadership**

President Redeemed Christian Corpers' Fellowship(RCCF) Kano. (October 2018- March 2019)

## **HOBBIES AND INTERESTS**

- Meeting new people
- Learning
- Innovative and Creative conversations

## **REFEREES**

Available on request