

OLAWUYI OMOLOLA

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CAREER OBJECTIVE

A diligent and resourceful individual with excellent knowledge of business and administration, management procedures & able to provide useful information to all areas of the business whilst ensuring that information provided is accurate. Keen to secure a responsible position in a dynamic organization where I can fully utilize my training and skills while making a significant contribution to the success of my employer.

PERSONAL DATA

Gender: Female **Marital Status:** Single

Nationality: Nigerian **Health Status:** Very Good

State of Origin: Kwara **Date of Birth:** 20th April 1995

EDUCATIONAL BACKGROUND

University of Ilorin, Kwara State **2013 – 2018**

B.Sc. Business Administration

ESCAS College, Ibadan, Oyo State **2007 – 2012**

Senior Secondary Certificate Examination

WORK EXPERIENCE

National Youth Service Corps, Kogi State

Community Secondary School Akpagidigbo, Ofu LG

Subject Teacher (Marketing/Business Study) November 2018 – October 2019

- Managed the activities of the students via proper register and attendance.
- Observed students' performance and ensured students documents are well kept.
- Prepared lesson notes outlines and plans in the assigned subject area.
- Prepared the students for both internal and external examination.
- Taught students successfully & developed their love for Marketing & Business study.

PERSONAL SKILLS AND COMPETENCES

Adhering at all times to the strictest interpretation of all relevant Codes of Practice and professional conduct as well as have a professional and helpful manner when dealing with management-related inquiries from colleagues or third parties.

Open to constructive feedback and always listening carefully to what employees have to say about my ability as well as knowledge of research services.

Proposing innovative solutions to defined problems to ensure that sound decisions are made across the company with good management and analytical skills.

Responding quickly, responsibly and pragmatically to situations that require immediate attention, focus, and action.

A tactful communicator who has a warm, friendly and welcoming manner and who is confident when communicating as well as proficient in the use of Microsoft Office Suite with the ability to become familiar with firm-specific programs and software.

REFEREES

Available upon Request