JIMOH RASHIDAT DAMILOLA

NO 6, Road 3, Araromi PowerLine, Oloko, Apata, Ibadan, Nigeria TEL. NO.: +234 8164224997 | E-MAIL: midesdamsel@gmail.con

OBJECTIVE:

To pursue a fulfilling career with a reputable and influential firm in competitive environment where I can acquire and develop new skills set and in turn contribute creatively and effectively towards the achievement of organizational goals.

PERSONAL DETAILS:

Sex: Female

Marital status: Single

Date of Birth.: 21th, march 1994

Nationality: Nigerian

State of Origin: Kwara State

Local Government: Oyun

EDUCATION:

2014 -2020. FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA. OGUN STATE

Bachelor of Agric (Aquaculture and Fisheries Management)

2005- 2011 EYINNI HIGH SCHOOL, ORITA, CHALLENGE, IBADAN, OYO STATE

Senior Secondary School Certificate (SSCE)

1998 - 2004 ABADINA PRIMARY SCHOOL, U.I, IBADAN, OYO STATE.

Primary School Leaving Certificate (PSLC).

PROFESSIONAL BODIES AFFILIATED

2022. INTERNATIONAL STRATEGIC MANAGEMENT INSTITUTE.

Membership Category (CERTIFIED)

2020 FISHERIES SOCIETY OF NIGERIA

Membership Category (FISON)

SKILLS:

- Organizational Skills.
- Proficiency in Marketing..
- Skilled in conflict resolution.

- Good supervision skills.
- Good marketing skills.
- Proficiency in Strategic Management.
- Exceptional communication skills.
- Ability to work effectively with a team.
- Proficiency in Human Resource Management.
- knowledge of administrative management
- knowledge of different farming method.

WORK EXPERIENCE WITH DATE

ROYAL FARMS ELEYELE, IBADAN(I.T) 2018 - 2019

Position Held: FARM ASSISTANT

Responsibilities:

- Maintaining client records.
- Taking farm record on a daily basis
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Obtaining deposits and balance of payment from clients.
- Answering client questions about credit terms, products, prices, and availability.

OGUN OSUN RIVER BASIN AUTHORITY DEVELOPMENT (NYSC) 2021- 2022 Position Held: Assistant administrative manager, FARM ASSISTANT

Responsibilities:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and farm budget
- Write memo
- Coordinate all the corps members in the organization as the ICLO
- Taking records of the farm on A daily basis
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Distribute and store correspondence (e.g. letters, emails and packages)
- help with product marketing and selling to variety of a customers

HOBBIES:

Reading, Traveling, Researching

REFEREES:

Available on request