

Hannah Oluwatobi ABIODUN

CAREER SUMMARY

An enthusiastic individual, well trained and reliably completes projects on time. Carries out assigned task dutifully and makes a good impression of an organization in any given task, place or event as occasion demands

EDUCATION

PGDE (IN-VIEW)	2020
NATIONAL TEACHERS' INSTITUTE, KADAUNA, NIGERIA	
M.A (ENGLISH)	2018 – 2020
UNIVERSITY OF IBADAN, IBADAN, NIGERIA	
B.A (LITERATURE IN ENGLISH)	2011 - 2015

EXPERIENCE

IBOM INSTITUTE OF MANAGEMENT & TECHNOLOGY, AKWA IBOM STATE **Administrative Assistant | | May 2016- April 2018**

- Assisted principals in drafting and editing memos, reports, and proposals.
- Performed routine clerical tasks such as mailing, copying, filing, typing and scanning.
- Maintained all office equipment including printers, copiers and computers.
- Coordinated and scheduled meetings for staff members.
- Monitored office supplies and replenished stock as necessary.
- Assisted with training new employees during a period of company expansion, ensuring that they pay explicit attention to company policies and details.

OTHER CERTIFICATES

- Diploma in Human Resource Management (Alison Course), March 2020
- National Youth Service Corps, April, 2017
- Human Resource Management (Ultra Brain Technology), October 2016

SKILL AND ABILITIES

- Self-motivated, self-driven and target – oriented
- Ability to impart knowledge in simple terms
- Good leadership and administrative skills in delegating tasks, team building and creative positive customer experiences
- Good planning skills
- Fluent command of English
- Well versed in Microsoft Office Suite (Word, Excel and Power Point)

REFEREES

- To be provided on request