

EDUCATION

- **University of Ibadan**
2021
Agricultural economics
Second class, lower division

OBJECTIVE

To obtain an entry level position in the admin/customer support which encourages me to succeed and grow professionally, while applying my skills and knowledge appropriately to improve the company's profitability.

EXPERIENCE

- **Lagos state ministry of agriculture**
04/2022 - 03/2023
Administrative assistant
 - Conducted research works on both local and global agricultural trends.
 - Involved in budget preparation for the ministry.
 - Involved in preparing monthly revenue and expenditure for the department.
 - Attend meetings and record minutes.
 - Prepared detailed Reports of events and assignments.
- **Libra's Kitchen**
01/2021 - 03/2021
Sales representative
 - Attended to walk in customers with regards to sales of goods and inquiries.
 - Liaising with customers to answer questions about services, products, prices and availability.
 - Obtaining payments and preparing daily records of sales, expenses, account receivables and account payables.
- **ECC Networks**
08/2020 - 12/2020
Office assistant
 - Managed the establishment without supervision.
 - Liaised with customers to answer questions about products, services and pricing.
 - Record daily transactions, and prepare Reports.
- **F&K Savings**
05/2017 - 02/2018
Client service Officer
 - Managing clients savings account and ensuring records are up to date and balances are correct.
 - Reaching out to prospective clients, providing consultation and negotiating the best savings plan for them.
- **Queen U's diagnostic laboratory**

06/2017 - 08/2017

Front desk officer

- Attended to clients and provide all necessary information about services, important processes and pricing.
- Kept daily records of the revenue and expenses.

SKILLS

- Excellent administrative and organizational skills.
- Dedicated and detail oriented.
- Proficiency in Microsoft packages especially Excel, Word and PowerPoint.
- Effective time management skills.
- Good communication and writing skills.

PROJECTS

- **Livelihood diversification among charcoal sellers in Ibadan metropolis**
The objective of the research project is to investigate the extent of income diversification of charcoal sellers in Ibadan and how it affects their monthly income.
- **Sustainable development goals advocacy**
The purpose is to educate the community, schools especially about the existence, history and actions of the SDGs.

ACHIEVEMENTS & AWARDS

- Certificate in Capacity building.
- Completed a certified course on Administrative support.
- Completed a certified course on Introduction to data analyst.
- Jobberman Softskills Certificate.
- Completed a certified course on Management strategies for people and resources.

REFERENCE

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Available on request.