

ADESHINA AZEEZAT OPEYEMI

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Cooperative Hostel Akere, Apete - Sango, Ibadan - Nigeria

OBJECTIVE

A highly motivated, serious minded and well oriented individual, seeking for a professional atmosphere where I can learn and contribute towards adding value in organizational set targets and goals while discharging assigned duties and responsibilities.

PERSONAL INFORMATION

Date of Birth	3 rd February, 1997
Marital Status/Sex	Single/Female
State of Origin	Osun
LGA	Irepodun
Nationality	Nigerian

EDUCATIONAL PROFILE

YEAR		RESULT OBTAINED
2019-2020	GGUSS, Kazaure, Jigawa State	NYSC Discharge Certificate
2014-2018	Olabisi Onabanjo University, Ogun State	B.A Philosophy
2007-2013	Success Hall College, Agbado, Ogun State	NECO (SSCE)

WORK EXPERIENCE

2020 – 2021	IHG ORGANICS (Office Administrator) <ul style="list-style-type: none">• Maintaining general office files, including job files, vendor file and other files related to company's operation• Carrying out clerical duties such as preparing documents, office correspondences.• Performing bookkeeping tasks.• Overseeing the maintenance of offices facilities and equipment.
2019 -2020	GOVERNMENT GIRLS UNITY STATE SECONDARY SCHOOL, KAZAURE, JIGAWA STATE (NYSC TUTOR) <ul style="list-style-type: none">• Taught Catering to high school students• Counselling student struggling with academic and character challenges.• Preparing students examinations and test• Prepared lesson plan and notes.• Preparing and maintaining up-to-date lesson notes

2018 – 2019

TEACHER AT BOBTOS COLLEGE

- Preparing and maintaining up-to-date lesson notes
- Setting exams and continuous assessment
- Proctoring and grading exams
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- Organizing physical exercises for pupils during sporting
- Coaching students to improve their performances in different sporting activities especially soccer and field other events

EXTRA-CURRICULAR ACTIVITIES

- **Mentoring:** Peer-mentoring of colleagues and some undergraduate students at OOU Ogun State
- **Outreach:** Visiting prisoners in nearby penitentiaries and Orphanage homes once every three months under cover of MCAN and MSSN
- **Sports:** Relay athlete (Varsity athlete till present)

CORE SKILLS AND PERSONAL ATTRIBUTES

- Proficient with host array of computer applications and Microsoft office suites such as Microsoft Office Word etc.
- Critical thinking and analytical skills
- Good time manager
- Good communication and interpersonal skills
- Conducting literature reviews, synthesizing and interpreting vast amounts of information.
- Designing and conducting new research, data analysis, interpreting and understanding both my own and other research results.

ADDITIONAL SKILLS

- **Languages:** English (Full proficiency); Yoruba (Native proficiency)
- **Interests:** Philosophy aspect, Technology Research, Teaching, Social network, picnicking and good music.

VOLUNTEER AND COMMUNITY SERVICE

Sept 2019 – May 2020

community development service, outreaches, sensitization campaigns and seminars with the Mass Literacy CDS in, various communities, villages, Cities within Kazaure LGA:

- Advocacy
- Training and capacity building
- Extension services

HOBBIES

- Travelling, Singing and meeting people

REFEREES

On request only