

ABOLAJI, ZAYNAB OLUWADAMILOLA

No 23 , Barika street, Ibadan , Oyo State , Nigeria .

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PERSONAL DATA

Date & Place of Birth:	13 th November, 1998/Ibadan
Marital status :	Single
Gender:	Female
Nationality :	Nigerian
State of Origin :	Kwara

PERSONAL SUMMARY

I am versatile, analytical, reliable and a hard-working person with proven leadership capabilities, who is passionate about excelling and likes to take initiative with little or no supervision. I am driven by new challenges with intense desire to succeed in all endeavors. I am always enthusiastic about learning new things.

OBJECTIVE

To develop myself through continuous learning and experience by working with the team of staff whose common goal is to achieve organizational success.

EDUCATION AND QUALIFICATIONS

2014 - 2019

University of Ibadan

B.ED Educational Management {Major}

Communication and Language Arts {Minor}

2008 -2014

Command day secondary school Adekunle Fajuyi cantonment Ibadan

Senior Secondary School Certificate

2002 - 2008

Abiodun metropolitan nursery and primary school Ibadan.

Primary School Certificate

WORK EXPERIENCE

Ministry of Sports, Ogun State June, 2019 to July, 2020

- National Youth Service Corps (NYSC) of the Federal Republic of Nigeria
- Prepared and edited documents such as correspondence, drafts, memos, and emails.
- Assisted in the production of programs such as Daily News Bulletin to enlighten the general public on the activities of the State Government. –
- Organizing mass re-orientation programs in line with the vision of the State Government

Tiger Royale Global Limited, Ibadan, Oyo State December 2019 to November 2020.

Personal Assistant to the CEO

- Acting as the first point of contact , dealing with correspondences and phone call.
- Managing diaries and organizing meetings and appointments, often controlling access to the CEO
- Planning, booking and arranging travel, transport and accommodation
- Help manufacturing staff achieve company goals by communicating expectations

Bola Gabs Nigeria Enterprises, February, 2016 to June, 2016 Oyo State. Customer service officer { internship}

- Resolve customer complaints via phone, mail or social media
- Use telephone to reach out to customers and verify account information
- Answer customers enquiries or passing them on to the appropriate department
- Sell products and service
- Work with customer service manager to ensure proper customer service is been delivered

DM Holdings Limited, January 2021 till date Content writer

- Researching industry-related topics (combining online sources, interviews and studies)
- **Writing** clear marketing copy to promote our products/services.
- Preparing well-structured drafts using **Content** Management Systems.

KEYSKILLS AND COMPETENCIES

PROFESSIONAL

- Analytical reasoning
- Leadership management
- Strategic planning and execution
- Good communication and interpersonal skills

- Team player
- IT Literate: SAP ERP, MS Office (Excel, Word, PowerPoint), SPSS, SQL, Window Movie Maker, Sound Forge Audio.
- Excellent Market Research Skills

PERSONAL

- Methodical and well organised
- Goals oriented and attention to detail
- Ability to work under own initiative
- Trustworthy profile
- Efficient and effective

REFEREES

Available on request