

CURRICULUM VITAE

NAME: **AJETUNMOBI** Abigail ololade

PLACE OF BIRTH: Lagos State

DATE OF BIRTH: Aug 31st 1998

STATE OF ORIGIN: Ogun state

LOCAL GOVERNMENT AREA: Abeokuta North

RELIGION: Christianity

HOME ADDRESS 8, JinaduOlayinka Street, Off So Easy Junction, Ayobo, Lagos state

PRESENT POSTAL ADDRESS: 8, JinaduOlayinka Street, Off So Easy Junction, Ayobo, Lagos State

SEX Female

PHONE NUMBER (MOBILE): 07057672027/ 09079773989

E-MAIL: ajetunmobiabigail1010@gmail.com

NATIONALITY AT BIRTH: Nigerian

MARITAL STATUS: Single

NUMBER AND AGES OF CHILDREN: None

OBJECTIVE; To strive to excellence and precision at all time in all position and circumstance, work with existing staff and facilities where professionalism, dedication, hardworking, integrity, quality focus will be fully explored towards realization of corporation goals

SUMMARY OF EDUCATION

2022-2023. National Youth Service Corp Certificate(NYSC)

2017- 2022. Tai-Solarin University of Education, Ijagun, Ogun State

Bachelor of Science in Secretarial Administration (B.Sc.Ed.)Second Class Upper

2012- 2017 Ocean Springs College, Camp David Ishefun, Ayobo, Lagos State

Senior Secondary School Certificate (WAEC)

2004- 2010 Anglican Primary School, Olorunishola, Ayobo, Lagos State

First School Leaving Certificate

STATEMENTS OF EXPERIENCES

JULY 2022 Jobberman Soft Skill Training Certificate

2019-2021 Abeokuta South Local Govt, ASWLCDA Secretariat, Ijeja, Abeokuta, Ogun State.

POSITION; Office Administrative Trainee

DUTIES AND RESPONSIBILITIES:

Participated in the arranging and sorting of files in the cabinet

Dispatching of letters to different departments

Typing of office documents

2016-2017 Password International School, Ayobo Lagos

POSITION: Account Teacher

DUTIES AND RESPONSIBILITIES:

Ensure compliance to all school systems and all board of education policies and participate in all assign classes as per schedule.

Administer all student conduct and discipline and ensure enforcement of same and provide all required information as per student requirement.

Maintain and update all file and records

SKILLS AND ADDITIONAL INFORMATION

Effective communication and customer

Well organized and methodical.

Time management.

Strong work ethic.

Honesty

Patient and friendly

Knowledge of Microsoft and Internet.

REFEREES

Mr. Ajetunmobi

08068289031

MRS, AKINPELU VICTORIA OLANSEBE

Retired Director of Education

voakinpelu@gmail .com

08036253327

Mr. Adebajo Aseyori

07060545067