



ADEFISAN

ADEBOLA R.

Personal Information

Address
Mobile Number
Email
Nationality
State of origin
Gender
Marital Status
Date of birth

No. 5, Olusetan Community, Elebu-Oja Close, Ibadan, Oyo state
08102959564
adefisanadebola@yahoo.com
Nigerian
Osun
Female
Single
14th September, 1993

Personal Statement

I am hardworking, self-motivated, confident and resourceful person. I have a good interpersonal relationship skill that will contribute to the development of your organisation and the realization of its managerial goals and policies without compromising its core values and standards. I have unequal experience in approaching potential customers with the aim of serving them well and winning new business.

Education and Training

Date
Qualification
Institution

2018
Diploma in Information System management
KingStar Tech Support, Challenge, Ibadan, Oyo State.

Date
Qualification
Institution

2011 - 2015
B.A. in Religionn and African Culture (Second Class Lower)
Adekunle-Ajasin University, Akungba Akoko

Date
Qualification
Institution

2010
Senior Secondary Certificate Examination
Social Secondary School, Idi-Ani, Ondo State

Date
Qualification
Institution

1994 - 2002
First School Leaving certificate
prospect Nursery

Work Experience

Date
Organisation
Position Held

2015 -2016
Xela Hotel and Resort, Parakin way, Ile-Ife, osun State
CHIEF CHEF/CUSTOMER CARE REPRESENTATIVE

Work Experience (Cont'd)

- I oversaw the daily operations of the staff and kitchen;
- I purchased ingredients and maintained necessary inventory
- I assigned other chef daily responsibilities and made sure they are carried out properly;
- I generated sales leads;
- I identified and assessed customer's needs to achieve satisfaction;
- I built sustainable relationships and trust with customer through open and interactive communication;
- I provided accurate, valid and complete information which increased the sales;
- I handled customer complaints, provided appropriate; solutions and alternatives within the time limits .

Date

2016 - 2017

Organisation

Joshua Generation Foundation Secondary School,
Jos, Plateau State

Position Held

CRK Teacher (NYSC)

Main Activities and
Responsibilities

- I managed the classes;
- Wrote lesson notes and updated statutory records;
- I supervised exams, marked scripts and prepared broad sheet during exams.

**Summary of Skills/
Key Competence**

Key Competence: Good Listener and Analytic, Ability to adapt to a new environment, Great and resourceful team player, Good Interpersonal communication, Enthusiasm for learning and Patient in achieving results, Excellent Customer Relation

Skill: Peer Educator Trainer, Fashion Designer, Proficiency in Desktop Publishing and Operating System

**Extra Curricular
Activities/Interest**

Cooking, Reading and Meeting people

Referees

Available on request.