



Compound,

+2348037721211
+2348076228744
E1/366,Carew's

Beyerunka Street, Ibadan,
Oyo State, Nigeria.
queenbimcar@gmail.com
queenbimcarbrows@yahoo.co.uk

Carew Abimbola .M.

QUALIFICATION

Bachelor of Science in Computer Science 2008
Olabisi Onabanjo University

Certificate in Basic Computing, Microsoft Word,
Microsoft Excel, Desktop Publishing, CorelDraw 2010
Soft Rays Institute Ilorin, Kwara State; Nigeria

OBJECTIVE

Aspiring to change the environment I find myself and to strive for excellence and precision at all times in all position and circumstances to improve organizational objectives and managerial goals.

SUMMARY

❖ Gender : Female

❖ Nationality : Nigeria

❖ Current Location : Yemetu, Ibadan

❖ Marital Status : Married

❖ Date of Birth : 21st August, 1983

❖ Languages : English and Yoruba

SKILLS

*Problem-solving

*Excellent Communication

*Ability to work effectively in a team

*Good interpersonal

*Effective use of initiative

PROFESSIONAL MEMBERSHIP

Graduate Member
Computer Society of Nigeria (CSN)

MEMBER OF GLOBAL BODY

Rotaract Club (Member) 2003-2008
Olabisi Onabanjo University, Ago-Iwoye, Ogun State

HOBBIES

Reading, computing, and making research by learning new things everyday

WORKING EXPERIENCE

Yettybim Store

Dealing with Coca-Cola Products etc

Post held: CEO

Duties:

- ❖ Monitor Company Performance
- ❖ Ensure business goals are met
- ❖ Interact with other leadership executives
- ❖ Oversee the strategic direction of the company

2017-Till-date

Detak Nigeria Limited Ijoko, Sango Ogun State

Post held: Inventory Officer

Duties:

- ❖ Manage the store layout
- ❖ Supervise other staff members and keep a record of sales
- ❖ Verify the monthly report at the end of each month
- ❖ Report damaged inventories for record keeping and reimbursement
- ❖ Report to the management on stock levels, issues etc 2016-2017

Wemimo Films Limited Awolowo Junction, Bodija Ibadan

Post held: Personal Assistant to the MD

Duties:

- ❖ Meet and greet visitors at all levels of seniority
- ❖ Screen calls, enquiries, request and deal with them when appropriate
- ❖ Manage director's travel arrangement
- ❖ Supervise all incoming/outgoing mails

- ❖ Organise meetings and ensure that director is well prepared
- ❖ Maintain records of director's contacts

Jan-Oct; 2016

Tim-Touch Video Productions, Mapo Area, Ibadan

Post held: Studio Editor

Duties:

- ❖ Upload the film on the system
- ❖ Editing film pieces
- ❖ Trim and put together the sequence of the film
- ❖ Input music, graphics, effects
- ❖ Capturing, rendering and burn on CD

2013-2015

Camitel Nigeria Limited, 29, Adeniyi Jones Ikeja Lagos State

Post held: Information Technology Officer

Duties:

- ❖ Installing and configuring the computer systems
- ❖ Repairs and trouble shooting
- ❖ Working on the computer all the time
- ❖ Logging customer/employee queries

2011 – 2013

NYSC-INEC Ad hoc Staff Kunchi, Kano State

Post held: Assistant Registration Officer ARO 1

Duties:

- ❖ Registering the people in the community
- ❖ Record their Bio. Data
- ❖ Issuing the voter's card
- ❖ Print and laminating the card

Jan-Feb; 2011

Government Girls Junior Secondary School, Kunchi, Kano State

Post held: Computer Teacher (NYSC)

Duties:

- ❖ Teach students computer and related topics
- ❖ Teach students about computers and how to use them
- ❖ Teaching students how to use different computer applications such as word processing, spread sheet and databases
- ❖ Conduct group training sessions
- ❖ Helping students learn basic computer skills such as using a mouse or keyboard

2010

Tim-Touch Computer, Mapo Area, Ibadan

Post held: Computer Operator

Duties:

- ❖ Typesetting, document processing
- ❖ Binding, laminating, print, photocopy
- ❖ Installing software, computing system etc

May-Dec; 2009

More time information Technologies Limited, 104/106, Oshodi –Apapa, Expressway, Isolo Lagos State

Post held: Industrial Training

Duties:

- ❖ Most of the time I worked with computers
- ❖ I used Linux operating system to configure radio for the clients
- ❖ During the training i was taught ways of trouble shooting

2008

Zee Black Soap Nigeria Limited Oluyole Estate, Ring Road, Ibadan

Post held: Trimmer

Duties:

- ❖ Trimming the soap
- ❖ Packaging
- ❖ Labelling

2004

REFREES

1. ALHAJI ABOLADE SALAMI

**Overall Manager/Director of Programmes
105.9 FRESH FM Music House,
Challenge Area, Ibadan.
Oyo State; Nigeria**

2. MR. ADEMOLA JOHN.B.

**Project Manager
SOFT RAYS Consultants
Ilorin, Kwara State, Nigeria
08063035831, 08022129100**

