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CAREER OBJECTIVES

- i. Broadening and further acquisition of skills and experiences tailored at the sole aim of attaining a growth level and a state of efficient organizational and personal goals.
- ii. Delivering personal service best at the growth and development of the organization.

EDUCATION BACKGROUND

| Certificate | Institution Attended | Date |
|---|--|------------------------|
| Youth Innovative Entrepreneurship Development Programme (YIEDP) | Shield Academy Partners, CBN-EDC implementing Agency. | July 2016. |
| National Youth Service Corp (NYSC) | Place of Primary Assignment- Government Technical College, Kontagora town, Niger State, Nigeria. | May 2015 – April 2016. |
| Bsc.(ed) Biology. | Ekiti State University, Ado-Ekiti, Nigeria. | Graduation Year;2015. |
| Senior School Certificate | Taiwo Memorial Secondary School, Oluwatedo town, Oyo State, Nigeria. | Graduation Year;2008. |
| Junior Secondary School Certificate | Ladigbolu Grammar School, Oyo, Oyo State, Nigeria. | Graduation Year;2004. |
| Primary School Leaving Certificate | Foundation Model Nursery and primary School, Oyo, Oyo State, Nigeria. | Graduation Year;1999. |

WORK EXPERIENCE

2016: Arowosaye Multi-Links And Sons Nigeria Ltd.
Suite B, Block 6&19, Lekki-Epe Express way, Lagos, Nigeria .
Office secretary/personal assistant.

Responsibilities and Achievements

- i. Perform general office duties
- ii. Take careful minutes of meetings
- iii. Keep daily confidential sales record
- iv. Attend to customers
- v. Address letters to customers be it individuals or companies

- vi. Read and analyze memos to ascertain their importance.

2013-2015: Christ The Cornerstone Model College,
New-Iyaji Layout, Oyo, Oyo State, Nigeria.

Subject/Class Teacher.

Responsibilities and Achievements

- i. Effective and efficient mastery of the subject matter.
- ii. Judicious adoption of a teaching method best at ensuring the impartation of discipline, excellence and all-round norms and values of the society into the students.
- iii. Mammoth contribution in curricular and co-curricular activities purposed at utmost attainment of building icon home and abroad.
- iv. Preparing a self explanatory and well comprehensive note of lesson in best interest of the students.
- v. Fostering the core values of the school as well dictated.
- vi. Proper management of school materials and students obliged to.
- vii. Assisting students epically in the discovery of their inborn talents and abilities toward developing schools, homes, and the entire society to a better and desired level.

2007-2009: Acme Golden Profile LTD.
Shop No 4, Tobacco, Oyo, Oyo State, Nigeria.

Marketing Manager.

Responsibilities and Achievements

- i. Sound and unbiased relationship with customers and non-customers at the sole advantage of the organization.
- ii. Ensured safety of goods before and after disbursement.
- iii. Daily sales of goods to designated locations and respective customers.
- iv. Proper handling and safety of cash before, during and after sales.

PERSONAL COMPETENCE

- i. Resourceful
- ii. Genuine
- iii. High level of integrity
- iv. Keeping above scrimmage
- v. Ability to act with dignity and esteem
- vi. Distinct oral and written correspondence with careful attention to details
- vii. Literacy in using computer system.