

Ayo Eyewunmi

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Profile

An active, friendly, highly organized and efficient individual with an excellent organization skills and multitasking abilities with an experience in PA and secretarial roles.

Career objective

A graduate of Agricultural Economics with 3 years experience in office administration, great leadership skills and providing great customer service and I am flexible and opened to trainings.

Core skills

- Proficiency in areas of Microsoft word, Excel, and Power point
- 80 words per minute typing
- Excellent communication skills, both written and verbal
- Public speaking/anchoring and leadership skills

Employment History

Administrative Secretary, African – American International Christian School, Ibadan
(September 2017 - December 2018)

Responsibilities and achievements:

- Typed and distributed correspondence, typed documents, entering of data and creating meeting minutes, prepared and submitted reports weekly
- Answered calls and ran professional errands
- Organized fiscal documents (vouchers, receipts and financial reports) , disbursed petty cash and cheques
- Supervised various department , handled information request from workers and visitors and I also was in charge of the account section
- Implemented a change of stationery supplier , thereby reducing cost by 20%
- Devised a new filing system for files which led to greater ease of access

Human resource (internship), BOOMOG consulting services limited, Ibadan
(March 2017– August 2017)

Responsibilities and achievements:

- Screened CVs and application forms
- Scheduled and confirmed interviews with applicants via mail, phone calls and text messages
- Participated in events /seminars
- I came up with an idea that improved things and was greatly complimented by my boss
- Updated the database with new applicants/ employee information, including contacts details and employment form

Secretary/PA, BOOMOG consulting services limited, Ibadan
(June 2016 – February 2017)

Responsibilities and achievements:

- Ensured appropriate record, keeping of daily expenditure and retires to account accordingly
- Acted as a first point of contact , typed correspondence, documents, reports and organized personal and official schedule and calendar
- Booked and arranged trips, accommodation and transportation
- Handled and directed phone calls, distributed correspondence and also handled requests and queries in a friendly and appropriate
- Organized and planned meetings, took notes and wrote minutes during meetings

Teaching, Egiri – Oke high school, Ekiti state (NYSC),
(May 2015- April 2016)

Responsibilities and achievements:

- I taught students of junior school Agric science in a comprehensive manner
- I created educational contents (notes, assignments etc)
- Coordinated student's awareness and health group
- During my service, I implemented and coordinated agricultural students debate group
- I anchored the cultural day show

Teaching, Christabel Nursery & Primary School, Ibadan

(2004-2009)

Responsibilities and achievements

- Taught student Mathematics, English, basic science and general knowledge
- I prepared students for various common entrance into secondary schools
- I coordinated pupils for quiz, debate competitions and other extracurricular activities
- I developed lesson plans, maintained order and discipline among students

Education

University of Ibadan

(June 2018- 2019)

MSc. Agricultural Extension and Rural Development

University of Ibadan

(January 2010 – February 2015)

BSc. Agricultural Economics

Saint Louis Grammar School

(September 1998 – June 2004)

SSCE, GCE

Hobbies and Interest

I love interacting with people and solving problems. I have over time volunteer to anchor programs.

References

Available on request

EDUCATION

2018 Master of Science (**M.Sc**) in Agricultural Extension and Rural Development in VIEW

2015 Bachelor of Science (**B.Sc.**) in *Agricultural Economics*.
Second Class grade, University of Ibadan. Ibadan. Oyo State Nigeria

2003 *Senior School Certificate Exams (SSCE)*
O-Levels, Saint Louis Grammar School, Ibadan, Oyo State.

1998 *Primary Six (6) Certificate*
Christabel Nursery and Primary School, Bodija, Ibadan. Oyo State.

CERTIFICATATION

2016 National Youth Service Corp (NYSC),
Project Management Professional (PMP)

ATTRIBUTES

1. Ability to work under pressure.
2. Highly determined and organized.
3. Self-driven and good attending skills
4. Good communication skill with eloquence
5. Effective utilization of time
6. Willingness to learn, develop and contribute

2017 African – American Int’l Christian School

Administrative secretary

Responsibilities

- Handle office correspondence and filing system
- Entering data into computers
- Schedule appointments and order supplies for administrators and teachers
- Signing in visitors and answering questions
- Handle information requests from visitors
- Arrange staff meetings when needed
- Troubleshoot problems arising internally
- Supervision of various departments in the school
- Order and maintain stationery and equipment
- Attend meetings, create agendas and take minutes
- Assist with clerical duties such as photocopying, scanning, printing
- Organization of fiscal documents (invoice, vouchers, receipts)
- Disbursement of petty cash and cheques

2017 Boomog consulting services ltd.

Human resource intern

Responsibilities

1. Preparing and managing correspondence, report and document
2. Maintain schedules and calendars
3. Setting up, collating and organizing filing system and information collation
4. Daily management of mails
5. Post recruitments on selected jobs
6. Review recruitment and oversee the recruitment process
7. Ensures accurate selection guidelines and procedure
8. Reviews applications,, participate in the interview process and recommends applicants.

9. Notifies selected applicant

WORK EXPERIENCE

2016 ***BOOMOG Consulting Services Ltd***

Secretary / Personal Assistant (P.A) to CEO

Responsibilities

10. Preparing and managing correspondence, report and document
11. Maintain schedules and calendars
12. Setting up, collating and organizing filing system and information collation
13. Daily management of mails
14. Ensuring appropriate record, keeping of daily expenditure and retires to account accordingly.
15. Preparation of filing maintenance, appointment schedule, and telephone communication with clients.
16. Organize personal and official schedule and calendar.

2015 ***National Youth Service Corp (NYSC)***

Teaching

Egiri – Oke High School, Iyin Ekiti, Ekiti State.

Responsibilities

1. Teaching students Agricultural Science
2. Coordinator of Students Debate Team.
3. Coordinator of Students Health and Awareness group
4. Zonal Music Director of Nigerian Christian Corpers Fellowship, NCCF. Igede Branch.

2015 **WEST AFRICAN EXMINATION COUNCIL**

Examiner

2014 ***Industrial Trainee***

Teaching and Research Farm, University of Ibadan.

Job description:

1. Cattle welfare
2. Vegetable production
3. Oil palm Processing

2014

Industrial Trainee

Leventis Foundation, Ilesha, Osun State.

Job description:

1. Pigery
2. Fishery
3. Poultry management
4. Fadama

2004-2008 Teaching

Christabel Nursery and Primary School

1. Teaching pupils Mathematics, English, Science and general knowledge.
2. Coordinate pupils for quiz ,debate competition and other extracurricular activities

INTEREST

Playing Handball,

Socializing

Singing

COMPUTER PROFICIENCY

Desktop Publishing

1. Microsoft Word
2. Ms Power point
3. Microsoft Excel

EXTRACURRICULAR ACTIVITY

1. General Secretary: Culture and tourism Group (NYSC)
2. Member: Red cross society(NYSC)

REFERENCE

Available on request.