

AJAYI DORCAS ABIODUN

No.11, Zone B, Irewolede Street,
Off agric, olomi, Ibadan, Oyo State.
Tel: [+2348162094727](tel:+2348162094727),
E-mail: ajayidorcas78@yahoo.com,
dorcasajayi04@gmail.com.

WORKING EXPERIENCE:

National Youth Service Corps (NYSC)

Mamman Zango Memorial Community Secondary School, Zango, Daura, Katsina State.

Role: Economic Teacher

November 2017 – October 2018

Status: Completed

Key Responsibilities:

- Maintenance of classroom discipline and good class management.
- Serve the Nation assiduously in all ramifications.
- Properly integrate with others to promote teamwork and appreciate their needs.
- Enhance the community Development through Skill Acquisition and Entrepreneurial Development (SAED) program.

STATE UNIVERSAL BASIC EDUCATION BOARD (SUBEB)

Accounting and Finance Department

Secretariat Ibadan, Oyo State.

Role: Accounting IT Student

(2014-2015)

Key Responsibilities:

- Proper and detailed recording of all financial dealings
- Preparation of staff payment Voucher
- Billing and documentation

CAREER OBJECTIVES

To be an efficient and effective employee in an organization where all efforts are geared towards quality services Improvement and delivery as well as performing tasks that will serve as drive for both personal career development and corporate development diligently.

EDUCATIONAL HISTORY

Crown Polytechnic, Odo-Ado, Ekiti, Nigeria.

(2015 – 2017)

HND in Accounting

(Upper Credit Division)

Crown Polytechnic, Odo-Ado, Ekiti, Nigeria.

(2012 – 2014)

OND in Accounting

(Upper Credit Division)

Classic Advancement, Amilegbe, Ilorin, Kwara State.
(NABTEB Examination)

(Nov/Dec, 2011)

Ibadan City Academy, Ibadan, Oyo State.
(Senior Secondary Certificate WAEC)

(2002 – 2008)

God's Will Preparatory School, Ibadan, Oyo State.
(First School Leaving Certificate)

(1995 – 2001)

PERSONAL PROFILE AND CORE VALUES

I am a computer Literate and highly motivated young graduate with a sharp mind, excellent communication and great numeracy skills. I am creative, resourceful and a goal-driven team player with an immense ability to work well under pressure with little or no supervision. Also very fluent in English and Yoruba languages, fast thinker, intuitive and mental toughness with good team player.

COMPUTER SKILLS

Diploma in full computer application: Microsoft suites.

PERSONAL INTERESTS:

Social Networking, Travelling, Singing, Meeting people, Fashion Designing, Cosmetology.

Date of Birth:	8th January, 1991.
State of Origin:	Kwara State.
LGA:	Ekiti.
Gender:	Female.
Marital Status:	Single.

REFEREES:

Available on Request.