

OLATUNBOSUN, Mary Morenikeji  
5, Olomi Academy Iyana Express Ibadan Oyo State.

+(234)8166005485, +(234)9151368830

[maryolatunbosun75@gmail.com](mailto:maryolatunbosun75@gmail.com)

Dear Hiring Manager,

I am writing as a result of my interest to work in your esteemed organization, I am a graduate of Business Administration and Management. I relish the opportunity to work with a great company like yours and team to succeed. You can count on me to meet the daily challenges of the position given to me with utmost confidence and discretion when needed.

I am incredibly goal oriented, feel a great deal of pride of a job well done coupled with my sound communication skill.

In addition, I am known for my critical thinking ability and I also enjoy a competence challenging work environment. I am an adept learner and I would definitely fit into the position.

Thank you for taking time to consider my application as I anticipate for an interview with your organization. Attached to this letter is my Curriculum Vitae for further information about me.

Yours sincerely,  
Olatunbosun Mary Morenikeji.

# OLATUNBOSUN MARY MORENIKEJI

**Contact Address:** 5, Olomi Academy Iyana Express Ibadan Oyo State.

**Telephone:** 09151368830, 08166005485,

**Email:** [maryolatunbosun75@gmail.com](mailto:maryolatunbosun75@gmail.com)

---

## PERSONAL DETAILS

- Sex: Female
- Marital Status: Single
- State of Origin: Ogun
- Date of Birth: 18<sup>th</sup> March 1997
- Place of Birth: Ilaro
- Nationality: Nigeria

---

## PROFESSIONAL SUMMARY

A dedicated, hardworking and versatile administrative Assistant with proven organizational skills through knowledge of corporate policies and procedures, reliable and collaborative team member, looking for opportunity to develop management skills further target driven student with a record of academic success, eager to add value to quality focused team.

Passionate about community service looking for a role that provides opportunity for high level of responsibility. Am also a strong believer of constant self-development, teaching to learn and learning.

---

## CAREER OBJECTIVE

To add value to any organization in a self driven manner in order to achieve their set goals by providing proven services and leveraging on my networking and leadership skills.

---

## PERSONAL ATTRIBUTES

- Excellent leadership and decision making skills
- Ability to multitask and work under little or no supervision
- Critical thinking and team building skills
- Interpersonal and communication skills
- Excellent in Microsoft word. Excel and PowerPoint
- Prompt attention to details, organization and efficiency
- Provided excellent leadership skills to maintain steady and production operation
- Employee training, development and supervising clerical personnel
- Data entry, documentation and reporting
- Customer service orientation and directing visitors

---

## EDUCATIONAL BACKGROUNDS

**Federal Polytechnic Ilaro Ogun State**

**2021**

**Other Certifications obtained;**

- |   |             |
|---|-------------|
| ➤ National Youth Service Corps                      | <b>2022</b> |
| ➤ Industrial Attachment                             | <b>2017</b> |
| ➤ Training on Peer Educators under NYSC             | <b>2011</b> |
| Reproduction Health and HIV/AIDS Prevention Project |             |

---

**PROFESSIONAL EXPERIENCE**

**National Youth Service Scheme**

**July 2021**

**Tutor/Teacher**

***Major Responsibilities***

- Communication skills – Good listening and communicating skills
- Patience – the capacity to stay calm when student behave in an unhelping manner.
- Listener
- Documenting progress

**Industrial Attachment**

**2017**

**Office of the Deputy Rector,**

**Federal Polytechnic Ilaro**

***Major Responsibilities***

- Adequate file dispatching and sorting of files
- Performing all other duties as assigned to me by my superior officer with all diligence

---

**INTERESTS**

Studying, self-development, Analyzing and Social Interaction

---

**REFERENCE**

**Engr Wahab Ajibola**

**Mr Benneth Nwachukwu**

**Head of Department Welding and Fabrication**

**BDM Polaris Bank**

**Federal Polytechnic Ilaro**

**Ijebu, Ogun State**

**08039553113**

**08067171424**



DOB: 18 Mar 1997



NATIONAL YOUTH SERVICE CORPS

A 004967800

Date of Grad: 03 Mar 2021

21

7898

## Certificate of National Service

This is to Certify that

Olatunbosun Mary Menikeji

JPSC / OY/FP/2021/119038 has satisfactorily completed one year of  
national service from 27th July 20 21 to 26th July 20 22, in accordance  
with Section 11 of the National Youth Service Corps Act, Cap N84, LFN 2004.  
*Course of Study: Business Administration & Management*

26th July 20 22

M. S. R. Olatunbosun  
Director-General  
National Youth Service Corps



# THE FEDERAL POLYTECHNIC, ILARO

P. M. B. 50, ILARO, OGUN STATE, NIGERIA.

THE OFFICE OF THE REGISTRAR

Telephone: 07034441218

Telegrams: Polytechnic Ilaro

Registrar: Mrs. A. F. Osore, NCE, B.ED, M.ED, FCBAN, MNIM, MCASSON

MATRICULATION NUMBER: H/BAM/17/0605

OLATUNBOSUN MARY MORENIKEJI



Dear Mr/Mrs/Miss OLATUNBOSUN,

## NOTIFICATION OF FINAL DIPLOMA EXAMINATION RESULT FOR 2019/2020 SESSION

I have pleasure in informing you that you have passed the Diploma Examination conducted in December, 2020 in the DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT qualifying you for the award of HIGHER NATIONAL DIPLOMA with a class of LOWER CREDIT [CGPA = 2.61].

However, the statement of results indicating all courses undertaken during your studentship in the institution with Grade Points and Cumulative Grade Point Average will be issued later. The Certificate will be available on graduation day for collection. Please note that this notification of result is valid for only one (1) year, you are therefore advised to collect your certificate within the period of validity of this notification.

On behalf of the Rector, I congratulate you on your success in the examination.

Yours sincerely,

M. A. Yusuff  
For: REGISTRAR

DEPUTY REGISTRAR ACADEMIC  
THE FEDERAL POLYTECHNIC  
ILARO

DATE PRINTED: 4/15/2021 12:57:45 AM

# THE FEDERAL POLYTECHNIC, ILARO



This is to certify that

*Olatunbosun Mary Morenikeji*

having completed the approved course of study  
and passed the prescribed Examinations, has,  
by the Authority of the ACADEMIC BOARD of  
the Polytechnic been awarded

## NATIONAL DIPLOMA

*Business Administration and Management*  
in \_\_\_\_\_

*Lower Credit*

with \_\_\_\_\_

This *5<sup>th</sup>* day of *October*, *2016*

  
Rector

  
Registrar



# THE FEDERAL POLYTECHNIC, ILARO

P.M.B. 50, ILARO, OGUN STATE, NIGERIA.

Telephone:  
E-mail:  
Registrar

07034441218  
registrar@federalpolyilaro.edu.ng  
MRS. A. F. OSORE, NCE, B.ED, M.ED, FCBAN, MNIM, MCASSON

OFFICE OF THE REGISTRAR

Our Ref A/R/343<sup>1</sup>/VolX1/81

19<sup>th</sup> December, 2017

*TO WHOM IT MAY CONCERN*

*MISS OLATUNBOSUN MARY MORENIKEJI*

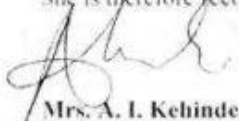
Dear Sir/ Madam,

## COMPLETION OF INDUSTRIAL ATTACHMENT

This is to certify that **Miss Olatunbosun Mary Morenikeji** successfully completed her one (1) year Industrial Attachment in this Institution.

During the One-year training, She has performed wonderfully well in her field of study. She is very dedicated, hardworking, diligent and very punctual.

She is therefore recommended for further studies

  
Mrs. A. I. Kehinde  
For: Registrar

# FEDERAL REPUBLIC OF NIGERIA

School No.  
220061



Registration No.

17008827HI



Certificate SN  
1300315320061

NATIONAL EXAMINATIONS COUNCIL

## SENIOR SCHOOL CERTIFICATE

November 2013

This is to certify that **OLATUNBOSUN MARY MORENIKEJI**

of **YEWA COLLEGE, ILARO**

sat the Senior School Certificate Examination in the year **2013**

and scored the grade(s) recorded below in the following **Nine (9)** subject(s).

SUBJECT	GRADE	INTERPRETATION
English Language	C6	Credit
Mathematics	C6	Credit
Yoruba Language	C6	Credit
Commerce	C6	Credit
Economics	C5	Credit
Government	D7	Pass
Biology	C6	Credit
Agricultural Science	C6	Credit
Financial Accounting	C4	Credit

ANY ALTERATION OR ERASE RE-RENDERS THIS CERTIFICATE USELESS

Chairman, Governing Board

Registrar, National Examinations Council

Grade Interpretation: A1 - Excellent, B2 - Very Good, B3 - Good, C4 - Satisfactory, C5 - Credit, D6 & E7 - Pass, F8 - Fail





*This is to certify that*

Olutunbosun Mary

*Successfully attended the*

**PERINATAL EDUCATORS TRAINING**

*under the*

**NYSC Reproduction Health and HIV / AIDS Prevention Project**

*(Supported by UNICEF)*

*in* Mea (Ekebada) College, Ilaro *from* March, 2011 *to* July, 2011



NYSC State Director

Deputy Representative  
UNICEF BFO