

# Aishat Oluwatoyin ABDULKAREEM

7, Fine Malaika Atobajaiye Street, Off Gasline, Sango-Ijoko  
Road, Ogun State.

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## **CAREER OBJECTIVE**

I am a young dynamic and result oriented graduate, seeking challenging opportunities in a performing team to achieve organization goals. I am committed to continuous training and development. To join an organization where my analytical, strategic skills will be further enhanced and utilized.

## **SKILLS**

- Strong analytical and problem solving skills
- Effective communication, teambuilding, leadership skills
- Excellent attention to detail and ability to perform well under pressure without much supervision
- Proficient with Microsoft office (Microsoft word, Excel and Power point presentation)

## **EDUCATION**

### **University of Ilorin, Ilorin, Kwara State, Nigeria.**

B.Sc.(Ed) Human Kinetics Education (Hon)

Second Class Upper

September, 2014 – September, 2018

### **God's Favour International College, Gasline, Ogun State.**

Senior Secondary School certificate (SSCE)

September 2006 – June 2012

### **Muibat Model College, Ogbayo, Ijoko, Ogun State.**

First School Leaving Certificate (FSLC)

September 2001 – June 2006

## **WORK EXPERIENCE**

### **AGBEDE OLORIKI LAW FIRM, SANGO, OGUN STATE.**

December 2019– Till date

#### **Legal Secretary**

- Preparing and typing legal documents, such as motions, summonses, petitions, subpoenas etc.
- Maintain the office, ordering supplies, copying and faxing.
- Answering phones and emails, filling, creating and maintain schedules for lawyers.

**EDO STATE SPORT COMMISSION, SAMUEL OGBEMUDIA  
STADIUM, BENIN CITY.**

October, 2018 – October, 2019

**Organizing Secretary**

- Oversee all the activities of the Coaches and Athletes.
- Keep up to date records of the Association, write letters, proposals and solicit for funds from the necessary channels for competitions

**RESEARCH  
EXPERIENCE**

**Undergraduate final year project:**

Factors influencing participation in recreational activities among secondary school teachers in Ilorin South Local Government Area.

September 2018

**PROFESSIONAL  
ORGANIZATIONS**

**British International Safety Organisation**

Health Safety and Environment (HSE 1-3)  
(2019)

**Department of Petroleum Resources**

Environmental Impact Assessment  
(2019)

**Saylor Academy**

Human Resources Management  
(2019)

**Saylor Academy**

Project Management  
(2019)

**Novelle Center**

Basic First Aid CPR  
(2019)

**GT Fitness/Exercise Therapy Center**

Fitness/Exercise Therapy Instructor  
(2017)

**PERSONAL DATA**

**GENDER:**

Female

**DATE OF BIRTH:**

1<sup>st</sup> September, 1997

**ORIGIN:**

Ogun State

## **REFERENCES**

### **Abdulkareem R.L. P.h.D**

Lecturer  
Department of Educational Management  
University of Ilorin  
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### **Aina M.G. P.h.D**

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