

# LADIPO FOLUKE FOLORUNSO

CUSTOMER CARE AGENT, COMPUTER EDUCATOR, DATA ANALYST,  
ENTREPRENEUR

08164593832, 09135439005

Experience: 13years | Availability: Immediately | Location: Ibadan and Oyo State

## ABOUT ME

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I am a diligent career driven individual seeking employment in an organization where I can utilize my talent, skills and experience to contribute positively and towards achieving the goals set by the organization.

Date of Birth: 4th August, 1986

State of Origin: Oyo

Nationality: Nigerian

Religion: Christianity

## WORK EXPERIENCE

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### TREM PORTAL PLACE (ZONAL HEADQUARTER)

Church Accountant

**January 2023 till date**

Deposit offering into the church account

Prepare Demand for Payment for the week

Fill in the CTD for the week

Prepare cash book for the month

Prepare financial report for the month after reconciling the bank statement.

Ison Experience Dugbe Ibadan

Mid-level | MTNN and Momo PSB Call Agent

January 2022 – till date

- Educated customers on MTNN and Momo PSB product and services
- Resolve customers' complaint
- Escalate customers' complaint when necessary
- Process customers' request.

Rhema College Oluyole Ibadan

Mid –level | Computer/data processing tutor

February 2021 – August 2021

- Prepare lesson notes and teaching aids .
- Teach students according to the curriculum, give practical lessons for better understanding of topics taught. Give projects topics to student and the end of the term to keep them busy even during the holiday.
- Gives regular exercise and assignment to evaluate students' understanding of the topics taught.
- Checking of students' lessons notes regularly to ascertain they have notes read at home

especially when preparing for their terminal or external examination.

### **Summit Comprehensive College**

Ibadan Nigeria

School Accountant/Supervisor

January 2011 – January 2021

- Collect school fees from students and deposit it into the school account
- Update students' class ledger on daily basis
- Update school ledger on monthly basis
- Prepare lesson notes and teaching aids.
- Prepare termly financial statements.
- Prepare budget in preparation for the next academic year
- Supervise teachers to ensure they teach students according to the curriculum, give practical lessons for better understanding of topics taught. Give project topics to students at the end of the term to keep them busy even during the holiday.
- Ensure teachers give regular exercise and assignments to evaluate students' understanding of the topics taught.
- See to regular checking of students' lesson notes to ascertain they have notes read at home especially when preparing for their terminal or external examination.
- Ensure the school environment is clean and tidy at all times.
- Ensure teachers follow code of conduct.

### **Gods Will Private Secondary School Ibadan.**

Computer/Junior Mathematics teacher

2009 - 2011

Teach students according to the curriculum, give practical lessons for better understanding of topics taught. Give projects topics to students and the end of the term to keep them busy even during the holiday. Gives regular exercise and assignment to evaluate students' understanding of the topics taught.

Checking of students' lessons notes regularly to ascertain they have notes read at home especially when preparing for their terminal or external examination.

### **EDUCATION**

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Queen's School Apata Ibadan (JSCE, SSCE)	1997-2003
National Examination Council of Nigeria (NECO)	2003
Rufus Giwa Polytechnic Owo Ondo State (Diploma Computer Science)	2004-2007
University of Ibadan, Ibadan Oyo State (BSc Statistics)	2011 - 2019
ISON Experience (Customer Care Representative Training)	2022

### **JOB SKILLS**

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- Excellent Communication Skill
- Good Interpersonal Skill
- Ability to Multitask
- Excellent Analytical Skill
- Computer Proficiency
- Good Listening Skill
- Problem Solving Skill

### **LANGUAGE SKILLS**

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Yoruba and English

