

# AJAYI VERONICA KEMI

Contact Address: No 1 Wali Street Narayi Bayandutse, Kaduna Kaduna State.

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## **PERSONAL INFORMATION**

|                         |                                 |                         |              |
|-------------------------|---------------------------------|-------------------------|--------------|
| <b>Date of Birth:</b>   | 18 <sup>th</sup> November, 1986 | <b>Place of Birth:</b>  | Kaduna       |
| <b>Marital Status:</b>  | Single                          | <b>State of Origin:</b> | Ekiti        |
| <b>Local Govt:</b>      | Ekiti South/West                | <b>Nationality:</b>     | Nigerian     |
| <b>Language Spoken:</b> | English, Hausa and Yoruba       | <b>Religion:</b>        | Christianity |

## **CAREER OBJECTIVE:**

To contribute my own quota to the development of a reputable organization, through hardworking, dedication to service and at the same time develop my career. I am self motivated, articulated, and able to work with little or no supervision an independently.

## **EDUCATION**

|  |             |
|--|-------------|
| The Federal Polytechnic Bauchi                       | 2009 – 2011 |
| The Federal Polytechnic Bauchi                       | 2006 – 2008 |
| Government Girls Secondary School<br>Barnawa Kaduna. | 1996 -2002  |
| Jinie Preparatory school, Kaduna                     | 1992 – 1995 |
| Baptist primary School Barnawa Kaduna.               | 1990 -1991  |

## **SUMMARY OF QUALIFICATION:**

|   |      |
|---|------|
| Higher National Diploma in Office Technology and<br>Management (UPPER CREDIT) | 2011 |
| National Diploma in Office Technology and<br>Management (UPPER CREDIT)        | 2008 |
| National Examination Council (NECO) (NOV/DEC)                                 | 2004 |
| First Leaving School Certificate  | 1995 |

## **WORKING EXPERIENCES**

- National Agency for Food and Drugs Administration and Control (NAFDAC) Area Lab Kaduna (Industrial Attachment) 2009
- GlaxoSmithKline Distributor Danasabe Odita Bauchi. Sales Rep 2009 -2012
- Sanctuary of Grace Kiddies Academy Ogbondoroko Kwara State (NYSC) 2012/2013
- GlaxoSmithKline Distributor Danasabe Odita Bauchi. Secretary and Store keeper 2013 -2014
- Customer Care Representative for Airtel at **ISON BPO Ibadan** 2015 – till date

## **COMPUTER SKILLS**

Competent in the use of Microsoft office (Word and Excel) and the use of Internet.

## **STRENGTH/ABILITY:**

- Ability to work effectively as a team
- Ability to learn quickly and respond to training
- Good customer relation
- An organized, clear thinker with strong negotiation and high degree of creativity and tact.

## **HOBBIES:**

- Reading, Writing, Meeting People and Listening to Music.

## **REFEREES**

- Inubile Folake James (Mrs.)  
The Federal Polytechnic Bauchi  
Admin. Staff.  
08027419816, 07065941013ssssssss
- Arikwandu Sympathy O. (Mrs.)  
Department of Office Technology and Management  
The federal Polytechnic Bauchi  
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- Mr. Atanda Ademola  
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