

SHOYOMBO GANIU ABIODUN

15, Opposite Halimat Hostel, Ifelodun community, Ayetoro Scheme, Oyo.

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Career Objective

- Passionate and Detail Oriented Business Educator, with cognitive work experience providing top-notch administrative support, highly dependable with a knack for achieving organizational set targets, known for professionalism and adhering to workplace culture and guidelines.
- Creative and resourceful individual, highly articulate and effective communicator, relate well at all levels (cross-functional team/ management interactions), seeking employment opportunities in an organization where I could leverage my skills while striving towards professional development.

Core Competences

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|----------------------------------|------------------------------------|----------------------------|
| • Excellent Communication Skills | • Team Player / Problem Solving | • High Accuracy & Diligent |
| • Data Gathering / Reporting | • Interpersonal Skills/Work Ethics | • Microsoft Office Package |
| • Emotional Intelligence | • Result Driven/Goal Oriented | • Time Management |
| • Flexibility/ Adaptability | • Business Acumen | • Leadership Proficiency |

Work Experience

Pan African College of Education – Offa, Kwara State.
June 2019

September 2018 -

Post Held: Assistant Lecturer (National Youth Service Corp)

Key Responsibilities:

- Acted as an assistant lecturer and gave lectures to students of NCE 1 & 2 respectively.
- Prepared lecture notes on Business Law, Principles of Marketing, Office Practice 1, and Commerce.
- Prepared examination question in line with curriculum in order to get a fair evaluation.
- Marked examination script and recorded students' scores for each course.
- Gave periodic quizzes and term paper assignment questions to students on the various courses.
- Developed a friendly and conducive learning environment that enhanced student's performance.

Ansar-Ur-Deen Junior High School – Ijebu-Ode, Ogun State.
December 2016

September 2016 –

Post Held: Class Teacher (Teaching Practice)

Key Responsibilities:

- Prepared lecture notes on Business Studies in line with the approved curriculum.

- Gave lecture on a daily basis and tested the level of understanding of the pupils by giving after lesson test.
- Monitored the academic performance of students and followed up on those who needed improvement.
- Prepared examination question in line with curriculum in order to get a fair evaluation.
- Developed a friendly and conducive learning environment that enhanced student's performance.
- Offered career advice to students in line with their academic performance.

Ijebu Ode Local Government Secretariat – Ijebu-Ode, Ogun State.
January 2016

July 2015 –

Post Held: Administrative Officer (Industrial Training)

Key Responsibilities:

- Worked in the capacity of an administrative officer and provide basic office support.
- Attended to clients and visitors and directed them to the appropriate staff member.
- Received incoming mails and also dispatch mails within and outside the department.
- Maintained a sophisticated filing and storage system for easy reference.
- Typed documents, reports, memo, and correspondence.

Professional Certification

Nigerian Institute of Management (NIM).

Proficiency in Management

Education & Certification

National Youth Service Corp Discharge Certificate.

2018

Bachelor of Science (Ed) B.sc(Ed.) in Business Education
Second Class Upper Division

TAI SOLARIN UNIVERSITY OF EDUCATION, IJAGUN, IJEBU ODE, OGUN STATE. 2013 – 2017

Senior Secondary Certificate Examination (S.S.C.E)

ORIWU MODEL COLLEGE, IKORODU, LAGOS STATE. 2003 – 2009

First School Leaving Certificate (F.S.L.C)

ST. PATRICK NURSERY & PRIMARY SCHOOL, IKORODU, LAGOS STATE. 1995 - 2003

Profile Informaton

Sex: Male

Marital Status: Single

State of Origin: Lagos State

Hobbies: Reading, Research, Networking

Referee

Provided on Request