

AKOMOLAFE OLUWAYINKA RACHAEL

Add McPherson House, near Fawzy hotel, Akinyemi way, off Ring Road, Ibadan
Tel: 07062396296 E-mail: oluwayinkaakomolafe@gmail.com

OBJECTIVE:

To associate with a vibrant organization, so as to fully utilize my knowledge, skills, in contributing to the overall growth of the organization.

PERSONAL DETAILS

Date of Birth:	26 February, 1994
Gender:	Female
Marital Status:	Single
Nationality:	Nigerian

PERSONAL SKILLS

- IT Skills: Proficiency in Microsoft Office suite and the use of internet
- Exceptional interpersonal, analytical and communication skills – both written and verbal
- Good listener
- Demonstrated expertise in decision making and policy formulation
- Willingness to take initiative
- Effective team player and time management
- Outstanding ability to work with clients and stakeholders
- Ability to work in multicultural settings and accept new challenges with ease

WORK EXPERIENCE

COMMERCE TEACHER

CLUBADAN SENIOR HIGH SCHOOL (*NYSC – Place of Primary Assignment*) – Orita-Aperin, Ibadan, Oyo State
November 2017 – October 2018

Duties:

- Plan, design Teach Commerce for Senior students
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Mark students commerce examination scripts and keep students records
- Offering of extra class and counseling to improve students' academic performance

CLASS TEACHER AND ASSISTANT SCHOOL BURSAR

GLORY FOUNDATION SCHOOL, ONDO ONDO STATE

September 2012 – February 2013

Duties:

- Classroom teacher
- Responsible for collection of school fees payment
- Maintain strict confidentiality with sensitive information and personal matters
- Process and send students financial account file to Head Bursar
- Report issues or problem of accounting errors to the Head Bursar
- Ensure best practices, standards and procedures in running the school account

CUSTOMER / SALES REPRESENTATIVE

Phyindara Salon, Idin-ish Street, Ondo state.

July 2017 – October 2017

Duties;

- Handles orders and sales
- Maintain and update records, reports and datasheets customers
- General administrative work and ensure smooth running of the office administration
- Handle other matters relating to administration and personnel management as assigned by the MD

WIGSPECIALIST

Reyve Hair Studio, 14 Unity Street, Akobo, Ibadan, Oyo state.

July 2018- December 2018

Duties;

- Handles Order and sales
- client based interpersonal relationship
- General administrative work and ensure smooth running of the office
- Handles other matters relating to administration and personnel management as assigned by the director.

INSTITUTIONS AND CERTIFICATION

YEAR OF GRADUATION

Obafermi Awolowo University Ile-Ife, Osun State, Nigeria	2016
B.Sc. – Psychology (Second Class Honours)	
Homaj International secondary school – Itanla, Ondo State	
Senior School Certificate Examination	2010
St. Raphael's kiddies School, Ondo, Ondo state	
First school leaving Certificate	2004

PROFESSIONAL/OTHER CERTIFICATION

YEAR OBTAINED

• National Youth Service Corps (NYSC)	2018
<i>(Discharge Certificate)</i>	
• Human Resource Management (ukHRM),	2018
<i>(Palmsland Consult, Ibadan)</i>	

HOBBIES AND INTEREST

- Reading books and researching
- Travelling and exploring

REFEREE

Referees will be included at the request of the organization.

Akomlafe Oluwayinkaakomlafe

McPherson House, Akinyemi way, Off Ring Road Ibadan, Oyo state.

Email: Oluwayinkaakomlafe@gmail.com

Dear Hiring manager,

I'm thrilled to be applying for the position of Administrative officer which was recently advertised. A degree in Psychology and few exposures to some organization aspects of Psychology in my undergraduate days have prepared me to take challenges that will contribute effectively to this company.

I have varieties of administrative skills, knowledge and experience which uniquely qualify me for this position. I am well versed in performing necessary clerical functions including mail management, typing, scheduling and calendar management. I am also skilled in using varieties of office software such as Microsoft Word, Excel, PowerPoint, etc. Also, a strong ability to follow instructions, learn new tasks and perfect attention to details and improving ability to accomplish designated task speedily and professionally.

I look forward to discussing this position with you more details.

Yours faithfully,

Akomlafe Oluwayinka.

