

AKINRINBOLA OLUWATOYIN B.

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akinrinbolaoluwakemisola@gmail.com

Address: No 25, Surulere street, Agbowo UI

I am an enthusiastic and passionate individual, who has excellent organizational skills and the necessary experience and qualifications to work, impact and add value with an organisation. With years of experience, I am eager to join a team of professionals and propel forward in my career while achieving my employer's goal.

EXPERIENCE

First Baptist Church, Lokoja — Admin Secretary(NYSC)

September 2021 - AUGUST 2022

I am responsible for developing a cataloging scheme that enhances the quality of work of the staffs, also in charge of maintaining the records of the organization and effectively create a balanced working system.

HAMDROMI ENTERPRENUER, Ondo State — Apprenticeship

February 2020 - September 2020

I was trained with the necessary skills and mock experience needed to succeed as an entrepreneur. In the academy, I was made to manage projects and lead roles that mimic real world situations.

Teetop Supermarket, Akungba, Ondo State — Sale Representative

March 2017 - August 2019

I managed sales records and oversaw the smooth operation of the business. I increased the customers inflow with a 10% net margin within 3 months because of the relationship I built with walk-in clients.

Winnerman N/P Sch., Ondo State — Instructor

September 2015 - December 2015

I was responsible for the development of my pupils, making sure they have access to quality education. I impacted them with my knowledge, teaching them both academic and non-academic values

EDUCATION

SKILLS

Multitasking, Time management, Team member, Adaptability, Digital skills (Microsoft Office, Excel), Communication, and Interpersonal skills.

LANGUAGES

English, Yoruba.

INTERESTS

Reading, Music, Traveling, Cooking, Movies.

CERTIFICATION: Customer relationship management; Side-hustle- 2022.

REFEREE

•**MR. CHARLES OMOTAYO**, Department of History — **Adeyemi College of Education, Ondo State.**

+234 806 896 6219,
+234 902 517 0123.

Adekunle Ajasin University, Ondo State — *B.Ed Economics*

January 2016 - April 2021

I graduated from the prestigious university, AAUA located in Ondo State where I was awarded a Bachelor of Science in Education after completing my requirements in the Department of Economics.

St. Louis Secondary School, Ondo State — SSCE

September 2009 - August 2015

I had my senior school certificate examination in the year 2015 after being mentored, tutored, and guided in the school for six (6) years.

**•REV'D. DR. BLESSING
O. E., Senior Pastor,
Ebenezer Baptist Church
— *Ondo State.***

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