

KEHINDE NURAT AFOLABI

5 Adeleke Street, Benjamin Bus-stop, Eleyele, Ibadan, Oyo State

Tel: 07053997393

Email: kehindeafolabi21@yahoo.com, kennybrown2012.ak@gmail.com

Gender: Female ▪ **Date of Birth:** 29/12/1994

PROFILE:

A friendly, diplomatic, innovative and hardworking person with good inter-personal skills and highly presentable personality who is quick and always willing to learn.

CAREER OBJECTIVES:

To secure a challenging position in an organization with considerable advancement and career development opportunities, that will utilize my several capabilities. I'm willing to face and overcome challenges in my career, take advantage of the environmental dynamics for personal development, assume increasing responsibility and rise to the highest level of my career. I'm also willing to add value to organisation's resources, thereby increasing return on investments.

EDUCATION

2021 – Till Date	Institute of Commercial Management (UK) Management Studies (In progress) Expected date of completion: August 2021
2015-2019	National open university of Nigeria, Abuja, Nigeria B.sc Mass Communication (2nd Class Upper Division)
2006-2012	Cedar International Secondary School, Kubwa, Abuja. West African Senior Secondary Certificate Examination (WASSCE)
2000-2006	All Saints Church School, Jericho, Ibadan Primary School Leaving Certificate

WORK EXPERIENCE

May 2019 - December 2020 Aosis Aero Services Limited

Position: Administrative Officer

Job Functions

- Coordinated and supervised company's operations
- Answered telephone calls, and email enquiries
- Prepared expense reports and office budgets
- Systematically filed important company documents
- Forwarded all correspondence, such as letters and packages to staff members.
- Scheduled appointments according to established procedures.
- Hired vendors for periodic servicing, repair or replacement of damaged office equipment.

Confidential

- Managed office supplies and ordered new supplies by identifying needs; evaluating options; negotiating price, quality, delivery and approving invoices
- Ensured superior customer service in all dealings with customers.
- Ensured company's policies and procedures are followed.
- Used available opportunities to promote and market the company's products and services.
- Took necessary actions to build and maintain good corporate image for the company.

March - September 2017 Federal Radio Corporation of Nigeria (Radio Nigeria)
Ibadan Zonal Station

Position: Intern

Job Functions

- Conducted research and brainstormed new ideas for radio programs
- Supplied Radio Host with reading and research materials
- Assisted staff with production of on-air programming tasks which includes recording and setting up studio for production
- Assisted staff to develop and produce on-air segments
- Assisted studio guests waiting to go on-air

SKILLS

- Excellent verbal and written communication skills and the ability to relate to a wide range of people
- Exceptional customer service skills.
- Highly organized and efficient
- Ability to work independently or as part of a team.
- Ability to multitask.
- Use of Microsoft Office Word, Excel and the internet.
- Ability to Adapt to different working conditions and challenging environment
- Hard working, committed, diligent, flexible and capable of achieving objectives
- Working knowledge of business management.

REFREES

- Mr. Azeez Afolabi Subair
Managing Director
Aosis Aero Services Limited
08034867170, 08028979934