

BIO-DATA

- Date of Birth : 30/07/1998
- Sex : Female
- Religion : Christian
- State of origin : Osun state

OBJECTIVE

I am a self motivated individual, with a requisite skill across different facets of the Human Resource function, who is ready to work with existing staffs, to contribute strategic values towards achieving solutions that increases efficiency and improve accuracy, while building a desirable career.

SKILLS

- Interpersonal communication
- Good time management
- Ability to work in team
- Ability to multi task
- Adaptability
- Target oriented

EXPERIENCE

- **Ministry of Women Affairs, Oyo state (CORP MEMBER)** 2018 - 2019
Office assistant
Record office activities and information
Record incoming and outgoing documents
Distribution of files and letters to the appropriate department
- **ADHOC STAFF INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)** 2019 -
Assistant Presiding Officer(APO)
Assist the Presiding Officer with election activities

EDUCATION

- **Covenant university** 2014-2018
Industrial relations and human resource management
- **Jenny secondary school** 2010-2013
West African Senior Secondary Examination Certificate

ACHIEVEMENT

- **Covenant university**
Diploma in Leadership Development.
2018

REFERENCE

- Available on request - ""