

## ADEGBITE OPEYEMI ESTHER

No. 8b, Zone A, Aba-Ibeji, Odo-Ona Kekere, Ibadan

E-mail: michadas1995@gmail.com

Tel: 08168474105

### PROFILE SUMMARY

Diligent, resourceful, trustworthy, confident, reliable and an astute lady who is willing to take a challenging position in a standard organization that lays emphasis on excellent goal, achievement and self development. To be a part of a resourceful and dedicated team committed to the growth of the organization and the country at large through productivity and resourcefulness.

### PERSONAL DETAILS

Gender: Female

Date of Birth: 18th October, 1996

Nationality: Nigerian

State of Origin: Ekiti State

L.G.A.: Oye

Marital Status: Single

Religion: Christianity

Languages: English and Yoruba (Fluently)

### SOFT SKILLS

Excellent communication skills with high sense of interpersonal relationship

Critical thinking and problem solving skills

Ability to work without supervision

Excellent work ethics, transparent and good team player

Distinct leadership quality

### DIGITAL SKILLS

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

### WORK EXPERIENCE

FLOURISH COMPUTER INSTITUTE, ORITA-CHALLENGE, IBADAN

Date: June – Oct 2015

Post held: Typist

AJAYI CROWTHER UNIVERSITY, OYO, OYO STATE

2021

Date: Jan- May, 2021

Post held: Assistant Transcript Officer (NYSC)

Writing out transcript request from the office mail, photocopying of processed transcripts as well as packaging for dispatch to couriers.

Handling of verification requests, letter of recommendations and test of English proficiency as requested by institutions or organizations within and outside of Nigeria.

Day to day update of Academic transcripts request information on the digital request data base.

Office and clerical duties like dispatch of mails, photocopying and filling.

Post held: Secretary, Academic Planning

Date: May- October, 2021

Assisting in coordinating publication of the university records, statistics and research report

Assisting in designing and sharing of questionnaire

Responsible for liaising with various units to collect and update data

MOG LTD, BLOCK R1, HIGH DEE ESTATE, ADEBAYO ROAD, ADO EKITI

ROYAL SPOT, OYE - EKITI

Date: Nov 2021 – June 2022

Post held: Supervisor

Ensuring smooth operation of activities in the eatery and maintaining good relationship with customers

ACADEMIC CERTIFICATES WITH DATES

National Youth Service Corps

Federal University Oye-Ekiti, Ekiti State

B. Sc. Economics and Development Studies

Fola Model College, Felele, Ibadan

West African Senior School Certificate

Anfaani Nur & Pry School, College Crescent, Ibadan

First School Leaving Certificate

2021

2019

2013

2007

HOBBIES

Sport

Surfing the internet

Reading

Travelling

REFEREES

Mr. Adegbite Oladimeji

Federal Ministry of Labour and Productivity

Ekiti State Office

Ado-Ekiti  
Ekiti State  
08100703814

Mr Isaiah Linus  
GRAPHIC PACKAGING INTERNATIONAL..  
Iagos-Ibadan Express Way  
08139323031