

OYEDEJI DORCAS ABOSEDE

CONTACT:

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SKILLS:

- Able to work effectively under pressure with little or minimal supervision.
- Excellent use of office software: Microsoft office suite, email and reporting
- Good initiative, attention to detail and to handle customer inquiries
- Team coordination, task supervision, service policy & regulatory implementation.

CAREER OBJECTIVE:

To source and understudy the service delivery opinions of current prospect organizational customer for proper repositioning, service consumer targeting and revenue generation.

LANGUAGES:

English

Yoruba

HOBBIES:

Travelling, Singing, Cooking and Meeting with new people.

STATUS:

Married

EDUCATION:

HND (Computer Science) 2018

Lagos State Polytechnic

ND (Computer Science) 2014

Lagos State Polytechnic

Desktop Publishing (Computer Training) 2009

Victory Computer Training

WORK EXPERIENCE:

Prominent International School Orija, Sango-Ota Ogun State. 2021 - 2023

Post held: Bursar/ Secretary/ Receptionist

Duties:

- Proper recording and document of the school account
- Collection of school fee and any other fee
- Salary payment
- Taking minute of a meeting with teachers or parent
- Attending to visitors

Redeemed Christian Church of God (RCCG)

Oasis of Love Parish, Surulere Lagos. 2016 – 2020

Post held: Administrator.

Duties:

- Preparing church activity schedule and monitoring
- Preparation of cost head for budget
- Updating church activities
- Maintenance of church equipment
- Provision for church activities

STC model Academy, Surulere Lagos. 2016 – 2020

Post held: School Bursar

Duties:

- Collection of school fee and any other fee
- Making school environment neat and well look
- Parent relationship
- Provision for teachers and student's needs.

Gbaja Girls Senior High School, Surulere Lagos. 2014-2016

Post held: Computer Teacher