

OYEDIRAN OYEYEMI SEUN

No 8, Agricola street, opposite University of Ibadan second gate, Ibadan.

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PERSONAL

Sex:	Female
Marital Status:	Single
Nationality:	Nigerian
State of origin:	Osun State
LGA:	Ife East
Date of birth:	April 21st, 1993

PERSONAL PROFILE

I am a well-groomed, intelligent, creative and proactive individual who has a good taste for excellence. I am an effective communicator, a good team-player, quick to learn and detailed in carrying out tasks and specific responsibilities.

CAREER OBJECTIVES

Seeking a corporate opportunity in a professional setting to apply excellent skills thereby enhancing maximum productivity and achieving both personal and organizational goals.

EDUCATION

2016- 2017

- ◆ University of Ibadan, Ibadan, Oyo State, Nigeria

Masters of Arts (English)

2008- 2013

- ◆ Obafemi Awolowo University Ile Ife, Osun State, Nigeria

Bachelor of Arts (Yoruba/English)

2002-2008

- ◆ Federal Government Girls College, Ipetumodu.

West African Senior Secondary School Certificate (WASSCE)

1998-2002

- ◆ Acada Nursery and Primary school, Modakeke Ife.

Primary School Leaving Certificate

PROFESSIONAL CERTIFICATION

2017

New Hire Induction Program (Customer Service Training) ISON Bpo

WORKING EXPERIENCE

JULY 2019 – TILL DATE

Education and Visa Counselling Officer

Dawagold Logistics Nigeria Limited

- Responsive attention to numerous telephone , whatsapp and email enquiries.
- Proposition and scheduling of business meetings to our prospective clients.
- Pitching of partner institutions to prospective partners.
- Offering necessary advisory services on education and immigration to our clients.

SEPTEMBER 2018 – MARCH 2019

Developmental Editor

Stirling Horden Publishers

- Thorough scrutnization and detection of errors in manuscripts.
- Modification and proper re-alignment of ideas in manuscripts.

2017

Customer care representative

Airtel Nigeria under the umbrella of ISON Bpo

- Responsive communication to over 50 clients on a daily basis
- Handling customer's complaints and proffering instant solutions to them.
- Promotion of the company's services and packages.

2014-2015

National Youth Service Corps, Subject Tutor

Esteem Secondary School, Abak, Akwa Ibom State

- Impacting necessary knowledge about the subject to a class of 30 students.
- Administering of assessments to the students to ascertain their proficiency in the subject.

2014

Distributor of Permanent Voters' Card (PVC)

Independent National Electoral Commission (INEC)

- Distribution of permanent voters' cards to the indigenes.
- Ascertaining the authenticity of the ownership of the temporary voters' cards.
- Ensuring proper collection of Permanent voters' card.

2013-2014

Subject Tutor

Omega Secondary School, Esuyare, Modakeke-Ife

- Rendering educational assistance to the students on the subjects.
- Administering of notes and necessary instructional materials to the students.

LEADERSHIP EXPERIENCE

2014- 2015

ASSISTANT ZONAL COORDINATOR, NIGERIA CHRISTIAN CORPERS' FELLOWSHIP (NCCF), ABAK, AKWA-IBOM STATE.

2014-2015

GENERAL SECRETARY, PRESS CDS GROUP, NYSC, ABAK, AKWA IBOM STATE.

2012-2013

TREASURER, KOWEE NEWS AGENCY, O.A.U IFE

2012-2013

HALL REPRESENTATIVE, BSF O.A.U IFE

HOBBIES

- Singing
- Writing

- Reading
- Interacting with new people and environments

SKILLS SUMMARY

Excellent in strategic marketing, communication (verbal and non-verbal), problem solving, customer service and environmental safety.

REFEREES

- Prof. Isaac Abereiyo
Institute For Entrepreneurship and Development Studies,
Obafemi Awolowo University, Ile Ife, Osun State.
Nigeria.
08176725529
- Prof. T.O. Oyebisi
Professor of Technology Management,
African Institute For Science Policy and Innovation,
Obafemi Awolowo University, Ile Ife, Osun State.
Nigeria.
08034033516.