

FASAN, OLUWATOYIN CECILIA

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36, Muyibi Adebayo Street, Agric road, Egan, Lagos State

BIO DATA

Date of Birth: 23rd October 1989

Home Town: Okelisa

Local Government Area: Ondo west

State of origin: Ondo State

Nationality: Nigerian

Sex: Female

Marital Status: Single

CAREER OBJECTIVE

To work in a challenging environment where my skills, education and experience will be exposed to practical use so as to achieve managerial goals and targets of the organization.

CAREER SUMMARY

A graduate of Plant biology with enthusiasm to fill a position in your well reputable organization reliable trustworthy and also ready to work as a team with flair critical reasoning.

PERSONAL STATEMENT

I am a self-dependent person, able to manage my time efficiently, willing to learn and to be taught, friendly and approachable, makes friend easily and have a good interpersonal relationship.

SPECIAL SKILLS

- Ability to manage time well and prioritize workload.
- Excellent communication skill, both written and verbal.
- Pay attention to details.
- Ability to give presentation in a creative and simple manner and I am not always satisfied when perfection is not achieved.
- A good team player

EDUCATIONAL HISTORY

National Youth Service Corps (NYSC)	November 2014 – October 2015
University of Ilorin, Kwara state, Ilorin	November 2010 – July 2014
FBA Computer College	December 2007 – January 2009
Intelligent High school	September 2000 – July 2006
Rose Nursery and Primary school	September 1993 – July 1999

WORK EXPERIENCE

- **Stanbic IBTC Bank Plc** October 2015 – April 2017

Lebanon Street, Dugbe, Ibadan

Post: Direct Sales Agent (Business Banker)

Responsibilities:

- Account opening and relationship management
- Listen and respond to customers' needs
- Market storming and presentation

- **Independent National Electoral Commission (INEC)** 2015

Old Bodija estate, Ibadan.

Post: Presiding officer

Responsibilities:

- Supervising and coordination of the election
- Counting of the ballot paper

- **National youth service corps: Ministry of Agriculture** 2014 – 2015

State secretariat, Agodi, Ibadan.

Post: Agric officer

Responsibilities:

- Nursery of Trees and Cocoa seedlings
- Office assistant

- **Student Industrial Work Experience Scheme (SIWES):** Phylarny Ethnomedical center

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Dalemo bus stop, Sango, Ogun state.

Post: Production assistant

Responsibilities:

- Production of herbal medicine and capsulation
- Corking and packing of herbal product

- **Odugbemi brewery warehouse**

Liasu road, Council bus stop, Idimu, Lagos state.

Post: Clerical officer

Responsibilities:

- Sales and issuing of receipt to customers
- Listen and respond to customer needs and concern
- Monitoring and arrangement of goods to customer

- **Saint Michael International school**

Roundabout, Badagry, Lagos

POST: Teaching

Responsibilities:

- Teaching of Computer science

QUALIFICATIONS OBTAINED

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| • National Youth Service Corps certificate | 2015 |
| • B.sc (Hons) Plant biology certificate | 2014 |
| • Diploma Secretarial and Desktop publishing certificate | 2008 |
| • Senior Secondary School Certificate (WAEC) | 2006 |
| • First leaving School Certificate | 1999 |

HOBBIES AND INTEREST

- Reading
- Surfing net
- Meeting people
- Learning new things
- Travelling

REFERENCE

Available on request