

TAJUDEEN KAOSARAT OYINDAMOLA

No 77, Fafunmi street, Aralamo bustop, Ipaja Lagos State.

kaoasartoyindamoa222@gmail.com

+2348104133357

CAREER OBJECTIVE:

To strive for excellence and precision at all time in all position and circumstance in an enterprising and veritable organisation using my strong analytical and administrative skill to add value to achieve the organisation goals.

PERSONAL INFORMATION:

STATE OF ORIGIN: Osun

STATUS: Single

SEX: Female

DATE OF BIRTH: 24th October, 1996

NATIONALITY: Nigeria

SKILLS AND COMPETENCE

*Office Administration

* Interpersonal skills and people Management

* Use of Microsoft Word, Excel and basic computer knowledge

* Team Building

* Easily Adaptable

* Time Management

* Analytical and problem-solving skills

INSTITUTION ATTENDED:

- **Adekunle Ajasin University AkungbaAkoko** (2019)
Chemistry Education.
- **ISABATUDEEN GIRLS GRAMMAR SCHOOL** (2012)
West African Senior Certificate.
- **HOPE NURSERY AND PRIMARY SCHOOL** (2006)
Primary school leaving certificate

PROFESSIONAL MEMBERSHIP AND CERTIFICATIONS:

- ❖ **Nigerian Youth Service Corp Certificate.** (May 2020)
- ❖ **Professional Postgraduate Diploma (PGD) Certificate in CRM**
- ❖ **Certified Sales and Marketing Professional & Certified information Management Professional**
- ❖ **Associate Member, International College of CRM (AICCRM).**

WORK EXPERIENCE:

- ❖ **Organization:** His Mercy Secondary School, Iluomoba Gboyin Local Government, Ekiti State. (2020)
Designation: National Youth Service Corp Associate.
Role Description: Chemistry, for SS1 & 3 and Basic Science for JS1&3
- ❖ **Organization:** Community High School, ifira akoko, Ondo state. (2017)
Designation: Teaching Practice.
Role Description : Chemistry Teacher, For SS1&3.
- ❖ **Organization:** Super Topmost High School, idoani, Ondo State (2016)
Designation: Teaching practice
Role Description: Chemistry, for SS1 & 3 and Home Economics for JS1&3

ACHIEVEMENTS & AWARDS

- Project Secretary, Gender Vanguard, (2020)
Community Developmental Service (CDS) group,

INTEREST

- Administration
- Management
- Hospitality
- Meeting people

REFEREES:

- ❖ **MR RIDWAN LANREWAJU**
ridwanolanrewaju@gmail.com
Sunny O Sunny International Ventures Limited
SITE SUPERVISOR
+2348138844266
- ❖ **MR KAREEM ABIODUN**
wolfybio@gmail.com
Nigerian Export Promotion Council
PUBLIC SERVANT
+2348021333830