

GBADEGESIN BUSIRAT BOLATITO



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Iseyin, Oyo State, Nigeria

EDUCATION

- **Kwara State Polytechnic, Ilorin**
Computer Science
2020
- **Muslim Secondary Grammar School, Iseyin**
Secondary School Leaving Certificate
2012

CORE COMPETENCIES

- Effective Communication Skills
- Organization Skills
- Excellent Interpersonal Skills
- Microsoft Office Suite
- IT Management
- Strong Analytical Skills
- Multitasking
- Public Relation
- Time Management
- Customer Service
- Customer Relationship Management
- Strategic Planning
- Adaptability
- Handling Complaints
- Problem resolution

PROFESSIONAL SUMMARY

Astute and dynamic professional seeking to leverage educational background and experience to take the next career step in recruitment with a highly respected organization focused on creating strong internal teams. Displays outstanding ability to plan, coordinate and implement practices and procedures to significantly improve efficiency, productivity, and processes towards achieving individual and organizational growth. A friendly and courteous individual who has exceptional communication skills and can network with others. Committed to quality and excellence.

PROFESSIONAL SKILLS

- Outstanding analytical, problem-solving, and troubleshooting ability.
- Ability to manage multiple critical issues and interact with management.
- Excellent communication, writing, training, and leadership management skills.
- Ability to work hand-in-hand with other members to complete projected goals as scheduled.
- Committed to professional development, willing and able to complete special training as required.
- Exceptional verbal/written communication and strong leadership skills to effectively resolve problems and provide superior customer service.
- Strategic-relationship and partnership-building skills -- listen attentively, solve problems creatively and use tact and diplomacy to achieve win-win outcomes.
- Strong motivator/team player with practical and excellent planning, organizational, and negotiation strengths and the ability to lead, reach consensus, establish goals, and attain results.
- **Hobbies:** Reading, Writing and Cooking.

WORK EXPERIENCE

National Youth Service Corp

Sept 2021 - Present

Islamic girls high school, Iseyin, Oyo state.

- Build lasting relationships through performance and credibility.
- Develop positive rapport with people at all levels of responsibility.
- Develop curricula, lesson plans, and instruction in core subject areas.
- Create a collaborative learning environment with students of varying backgrounds while building an atmosphere of respect and rapport.

Internship

Nov 2017 - Oct 2018

Wisdom information Technology, Agbo oba junction, Ilorin.

- Assisted in the development of organizational policies and procedures.
- Responded to user requests for service, troubleshoot problems, and helped develop solutions.