

ADETAYO OLUWABUKOLA ADEDOJA

7,Wale Alli Oke Avenue, Off New
Adeoyo, Idi-Orogbo, Ring-Road, Ibadan.
Oyo State.
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CAREER OBJECTIVE

I am a versatile, personable computer literate and goal driven achiever with a firm commitment to the corporate mission of my employer. I am self-motivated, can easily assimilate new ideas and quite adaptive to work in different environment, to work in an organisation where extra-ordinary record of enthusiastic and excellent skill would be of value to meet and exceed organisational targets.

PERSONAL DATA

- **DATE OF BIRTH** 2nd June, 1993
- **SEX** FEMALE
- **MARITAL STATUS** SINGLE
- **L.G.A** IJEBU NORTH
- **STATE OF ORIGIN** OGUN
- **NATIONALITY** NIGERIAN
- **LANGUAGE SPOKEN** ENGLISH AND YORUBA

EDUCATIONAL QUALIFICATIONS AND INSTITUTIONS ATTENDED WITH DATES

Class of Degree	Institutions Attended	Year
Bachelor of Arts, History (Second Class Upper Division)	University of Ilorin, Kwara State	2013
Senior Secondary School Certificate	Queen's School, Apata, Ibadan	2006
Primary School Leaving Certificate	Community Primary School, Orita Challenge, Ibadan	2000

INTEREST

Computing, Singing, Meeting People, Dancing, Reading and Making Research.

PERSONAL PROFILE

A flexible highly-motivated individual.

A passion for handling people related business problems.

Good communication and organisation skill, team player and enjoys interacting with people.

JOB EXPERIENCE



2010| *JULITECH NIGERIA ENTERPRISES, IBADAN, OYO STATE.*

Position Held: Office Assistant

Responsibilities:

Documentation of sales and services in the company.

Recording attendance list into the system.

2013| BRIGHTVIEW SCHOOL,
5, Redemption Street, Off Ojo Ade bus-stop,
Ewupe ijaliye, Sango ota, Ogun State.

Position Held: Class Teacher

Responsibilities:

Coordinating the pupils and collating the examination scripts.

Accessing, recording, and reporting on the development, progress, attainment, and behaviours of the pupils.

2014 | NATIONAL YOUTH SERVICE CORPS (NYSC)
St Francis Middle School, Osogbo
Osogbo Local Government Area, Osun State.

Position Held: Class Teacher

Responsibilities:

Coordinating the students and collating the examination scripts.

Taking attendance of the students in the register.

2016 | UPPER ROOM LIMITED

25, Lodge street, Oke-Ado, Ibadan,
Oyo State.

Position Held: Cashier

Responsibilities:

Handling cash transactions and managing complaints.

Receiving payment in exchange of products sold.

Identify prices of products.

2020 | ROSEFUL INTERNATIONAL NURSERY AND PRIMARY SCHOOL

12/14, Olorunsogo Lane, Ayetoro Area,
Osogbo,
Osun State.

Position Held: Class Teacher

Responsibilities :

Taking attendance of pupils in the register.
Managing classroom activities and pupils' behaviour.
Collating the examination scripts.
Completing pupils' progress reports.

REFEREES

DR. YUSUFF AHMED
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Environmental Management,
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