

OTHER CONTACT:

Arapaja-Aba Ibeji Road
Odo-Ona Kekere
Off Lagos road, Ibadan
Oyo State
Phone:07010952221,08033969340

RESIDENTIAL ADDRESS:

Unity Estate, off powerline, Oke-Eletu,
Ijede Ikorodu
Lagos.
Phone :07038435889
E-mail : oluwashadeogunfeyimi@gmail.com

Ogunfeyimi Shade Christiana

Personal Information

- **Sex:** Female
- **Marital Status:** Single
- **Date of Birth:** 6 September, 1990.
- **Place of Birth:** Lagos
- **Local Govt. Area:** Ilaje
- **State of Origin:** Ondo
- **Nationality:** Nigerian

Education

[2015 – Till date] CISCO Certified Network Associate (CCNA) in view

[2013 - 2015] Osun state Polytechnic
Iree, Osun state.

HND (Computer Science)

[2009 - 2011] Osun State Polytechnic
Iree, Osun State

O.N.D (Computer Science)

[2002 - 2007] United Christian Secondary School
Apapa, Lagos State

WAEC

[NOV/DEC 2008] Moonlight College
Tolu Apapa, Lagos State

NECO/GCE

Skills

High energy levels.

Research and analyse financial information.

Punctual and well presented with good writing skill.

Able to work individually or in a team.

Good listener.

Other Attributes

Computer Literate: Networking, Microsoft ACCESS an Microsoft EXCEL & Word

Work experience

[August 2018 –] **Jan – Pro Cleaning Systems Of Nigeria**
9A Abagbon Close Off Ologun Agbaje Victoria Island Lagos State.

SALES EXECUTIVES

- Demonstrating and presenting products.
- Organising sales visits.
- Maintaining accurate records.
- Negotiating contracts and packages.
- Distributing the company proposals to other companies to get more jobs.

[Nov 2015- October 2016(NYSC)] **Compact Hotel.**
Behind Genesis,Choba Uniport Port Harcourt, Rivers state

RECEPTIONIST

- Welcoming guests as they arrive
- Passing on guests requests :
 - Taking guests orders
 - To Housekeeping, the Restaurant, maintenance management or the leisure centre.
- Allocating rooms to guest.
- Putting together the guest's bills.
- Taking payments in cash and by cheque, credit or debit card.

[March 2015- Oct.2015] **ELITE CAB SERVICES**
149,Airport Road Effurun-roundabout, Warri Delta state

SECRETARY

- Recording of daily report and work done in the office.
- Receiving and keeping of daily report from transport officers
- Attending to the clients choice of cab require
- Collection and issuing out of cash for and emergency needs
- Deposition of cash to the company account.

[December 2012 – 2013] **A&E ULTIMATE LANDMARK**
Ubeji Warri, Delta state.

STORE KEEPER (I.T)

- Receiving and taking stock of goods supply to the company.
- Receiving Local purchase Order from the manager.
- Issuing out of goods needed from the store.

- Giving out of goods needed from the store.
- Making a good check up on the stock to have a balance report.

[October 2010 – December 2010] **GREIF NIG.PLC**

1,Alapata Road. Off dockyard Apapa Lagos.

OFFICE ASSISTANT(ACCOUNT DEPARTMENT)During my student industrial work experience scheme(SIWES)

Languages

English and Yoruba

Next of Kin

Mr Ogunfeyimi Abimbola
 Unity Estate, Off Power line, Oke-Eletu,
 Ijede Ikorodu
 Lagos.
 Tel:08056080106

HobbiesReading, Traveling and listening to music

REFEREE

Name: Mr Emayero Eniola Dickson
 Grief Nig.plc.
 Adress:1 Alapata Road off Dockyard Apapa
 Lagos,Nigeria.
[Tel:08033909340](tel:08033909340)
 Email:eenimayero@yahoo.com

Name:Mr Adeleke Arthur
 Office:Head of A&E Ultimate Lndmark
 Address:149 Airport Road Effurun roundabout,
 Delta ,Nigeria
[Tel:08028387260](tel:08028387260) , 08051595412
 Email:mradeleke@yahoo.com