

Olajumoke Ayodeji **ADEBAYO**

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CAREER OBJECTIVES

To secure a challenging administrative position, which will creates an opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in promoting the interest of the company, in a in progressive, intellectually and technically manner, which will promote leadership, integrity and honesty.

RELEVANT SKILLS

- **Excellent Communication Skills:** Ability to communicate effectively in English clearly both in verbal and written.
- **Up-sales:** Ability to influence people decisions via digital content when it comes to sales of products
- **Computer literacy Skills:** Advance knowledge in Data entry, Programing and Computer Troubleshooting.
- **Good interpersonal Skills:** Ability to relate with people from various background in a simple and understanding manner
- **Leadership Skills:** Influencing and motivating people to achieve set goals and ability to meet up with time or target on project given.
- **Organizational Abilities:** High ability in putting ideals and materials in order for efficiency.
- **Numerical skills:** Ability to understand numbers, estimating, sorting and calculate numbers and figures

WORK EXPERIENCES:

• CUSTOMER SERVICE REPRESENTATIVE

2022

Design Bricks Homes and Property - Abeokuta, Ogun State.

(NYSC Place of Primary Assignment)

- Manage customer and their request by responding to questions and complaints
- Ensuring customer retention and increase the customer base.
- Support the sale team in processing customers goods and payment
- Test graphics review across social media in other to analyses feedback.

VOLUNTARY COMMUNITY HEALTH WORKER

2022

NYSC Community Development Service (CDS) Environmental Protection and Sanitation Group) Abeokuta

- Sensitization of the host community on cleaning acts
- Organizing community cleaning.
- Involving in free HIV test
- Data entry and documentation

DATA ENTRY CLERK

2020 -

2021

APIN, Public Health Initiative - LAUTECH Teaching Hospital, Osogbo Osun-State

- Responsible for checking and entry of data into online database.
- Collection of data from various units and department.
- Entering and updating client's data into the database.
- Sort and organize data documents as needed.
- Prepares source patient data for data extraction and computer entry.

• HEALTH INFORMATION OFFICER (VOLUNTARY))

2020-

2019

World Health Organization (WHO) Osogbo, Osun-State

- Providing Data collection tools
- Check the quality of Data captured by Data capturers in each related department.
- Import DHIS files from service points on relevant data according to data flow diagram
- Provide feedback on Data quality and performance to all service point.

EDUCATION QUALIFICATION

- **Osun State University, Osogbo** 2017 -2020
B.Sc in Computer Science
- **Osun State College of Education, Ila Orogun** 2011 -2015
Computer/ Mathematic Education,
- **Adebayo Ultimate High School, Ila Orogun** 2003 -2009
Secondary School Leaving Certificate

HOBBIES

Traveling, Reading and Networking.

REFERENCE:

Available On Request