

AKINTOLA DEBORAH OLUWASUEN

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CAREER SUMMARY

A committed and passion-driven graduate with a sound academic background in Industrial Mathematics; its applications, methods, coupled with knowledge in statistics and data analysis, with computer skills to deliver tasks and assignments within the set-time frame and to a high quality of standard. Having a high degree of proficiency in Microsoft word, Excel and PowerPoint, I am seeking for a career in a forward looking organization, to put to use, my skills and experience towards helping the company achieve her goals and objectives while acquiring more skills and developing myself for greater opportunities in any chosen career path.

SKILLS

- **Time Management Skills:** Effective time management to execute given tasks and achieve goals.
- **Communication Skills:** Proficient in English Language and communicates well in oral and written formats.
- **Analytical Skills:** Ability to think critically, analyze data, make decisions and solve problems.
- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel and PowerPoint)

PROFESSIONAL EXPERIENCE

Customer Service Intern

FEDERAL AIRPORT AUTHORITY OF NIGERIA, IBADAN, OYO STATE.

July 2019 – Dec 2019

- Recording of flights (time of departure and arrival).
- Attending to passengers and their complaints.
- Keeping the passengers' luggage safe.

Secretary

OGO OLUWA BLOCK INDUSTRY, IBADAN, OYO STATE.

Jan 2016 – Oct 2018

- Acting as a first point of contact.
- Stock recording.
- Recording of invoices.
- Negotiating with customers.
- Overseeing the day to day activities of the company.

EDUCATION

- **Bachelor of Technology (B. Tech)** – Industrial Mathematics.

Federal University of Technology, Akure, Ondo State.

2021

REFEREE

- Available on request.

