

## Objective

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Skills

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- Attention to Details
- Leadership skills
- Technical skills
- Organisation skills
- Problem solving skills
- Innovation
- Proficiency in Microsoft words, excel ,PowerPoint
- Interpersonal skills

## Experience

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- **Eastern obolo local government Akwa Ibom state ( NYSC)** 2021 - 2022  
ADMINISTRATIVE ASSISTANT
  - Create and maintain filing systems, both electronic and physical
  - Running errands to the post office or supply store and manage accounts and perform bookkeeping
  - Doing administration and clerical tasks ( such as scanning or printing )
  - Manage accounts and perform bookkeeping and answer phones and greet visitors
  - Write and distribute email, correspondence memos, letters, faxes and forms
  - Assist in the preparation of regularly scheduled reports.
- **Fine coat company ikotun Lagos State** 2020 - 2021  
SALE REPRESENTATIVE
  - Emphasize the features of products to highlight how they solve customer problems
  - Answer questions about the products
  - Negotiate prices and terms and prepare sales agreements
  - Collaborate with colleagues in many different sectors
  - Maintain contact lists and follow up with customers to continue relationships.
- **Imperial hotel and suit ,ogbomoso Oyo State** 2016 - 2017  
SUPERVISOR
  - Oversea the work of service unit
  - Suggest improvement and change
  - Oversea the provisions of the quest service standards to established policy and industry standard
- **MUJIT TABLE WATER ILORIN KWARA STATE** 2015 - 2016  
CLERK
  - Oversea the work of service unit
  - Suggest improvement and change
  - Oversea the provisions of the quest service standards to established policy and industry standard

## Education

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- **FEDERAL POLYTECHNIC ADO EKITI** 2018/2020  
Banking and Finance
- **FEDERAL POLYTECHNIC ADO EKITI** 2012/2015  
Banking and Finance
- **AWOTAN ARAROMI COMMUNITY HIGH SCHOOL IBANDAN OYO STATE** 2005/2011  
West Africa Senior Leaving Certificate
- **AL-QUANAT NURSERY AND PRIMARY SCHOOL** 1999/2006  
Primary leaving certificate

## Reference

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- **Mr OLaleye Olamide - "Vital foam plc oba ankra Lagos "**  
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- **Mr wale Johnson - "Hiss will company Lagos State "**  
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