

# AKINOLA YETUNDE

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## CAREER OBJECTIVE:

To be a result oriented team player, providing outstanding ideas to achieve the collective aim of the team and that of the organisation while adding value to the general good of humanity.

## PERSONAL DATA:

<b>Date of Birth:</b>	April 14th, 1987
<b>Sex:</b>	Female
<b>State of Origin:</b>	Ogun state
<b>Nationality:</b>	Nigerian
<b>Marital Status:</b>	Single
<b>Religion:</b>	Christianity
<b>Languages Spoken:</b>	English, Hausa and Yoruba

## EDUCATION AND QUALIFICATION WITH DATES:

<b>Federal University of Technology, Minna, Niger state</b>	<b>2004 - 2010</b>
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B.Eng. Agricultural and bio resource engineering (**Lower Credit Division**)

<b>Kaduna Polytechnic, Kaduna state</b>	<b>2002- 2003</b>
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Pre - ND, Chemical Engineering

<b>Government Secondary School, Kubwa, F.C.T. Abuja</b>	<b>1996 - 2002</b>
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Senior Secondary Certificate Examination

<b>Command Children School, Kaduna</b>	<b>1991-1996</b>
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First School Leaving Certificate

## PROFESSIONAL EXPERIENCE:

**Catherina International Academy**

**Sept 2015 – Nov 2016**

(Accountant / School Secretary)

**Job Description**

- Receiving of School fees through cash or teller from banks
- Issuing out of Receipts
- Typing of School memos
- Attending to enquiries about the school in the most effective and efficient manner
- Filing of all students data and registering of new students.

**Resource Result Ltd.**

**March 2014 - Aug**

**2015**

(Business Development Executive)

**Job Description**

- Marketing all resource result services and subsidiaries every day in the most effective and efficient manner e.g. one on one, campuses and corporate organisations.
- Scheduling and meeting with clients in all focused industry for company's services presentation and deals.
- Conducting business research and developing new client relationship management across focus industry on all resource result services and documenting all activities accurately.
- Answering all business phone calls, text messages, e-mails, registering delegates / students for training and all relevant company's services enquiries in the most professional manner.

**Globacom Nigeria Ltd.**

**Feb - 2012 - Dec 2012**

(Customer Care Representative)

**Job Description**

- Daily receiving of calls to attend to customers complaints, request and enquiries.
- Daily filing in of customer's complaints, request and enquiries into the system.
- Looking into customers call history in the system to help them resolve any issue.
- Bill run
- Any other responsibility assigned by your supervisor.

**Government Secondary School, Mararaba, Nasarawa State. (NYSC)**

**2011**

**Job Description**

Mathematics Teacher to J.S.3 class

**Federal Mortgage Bank of Nigeria. (Industrial Attachment)**

**2009**

**INTEREST AND ACTIVITIES:**

- Honest, hardworking and self-motivated
- Ability to handle responsibility
- Excellent team and organizational player
- Takes initiative and receptive to new ideas
- Ability to respond positively towards negative circumstance.

**GAMES:**

Meeting people, travelling and lawn tennis

**REFERENCES:**

Upon request