

APANISILE, OMOLARA TOSIN.

11 MORAYO STREET,
ONDO WEST L.G, ONDO,
ONDO STATE, NIGERIA.
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PERSONAL DATA

Date of birth : 15th March, 1995.

Sex : Female

Marital Status: Single

State of Origin: Ekiti State

L.G.A : Moba

Nationality : Nigerian

CAREER OBJECTIVE

To add value and to be actively involved in a demanding service oriented company where my qualities can be fully utilized as regards problem solving, researches, team work and creativity to achieving the company's goals.

KEY SKILLS

- Problem solving skills: possess exceptional problem solving skills with the ability to think through problems and proffer solutions to the benefit and satisfaction of all parties
- Financial Planning and Strategy
- Marketing Concepts
- People Management
- Sales planning
- Highly disciplined and dedicated to work.
- Strong and confident communicator,
- Excellent time management skills; Ability to meet up with loom deadlines
- Client Relationships; Good customer relation skills.

- Committed to continuous professional development,
- Fluent in both Yoruba and English,
- Creative Services.

EDUCATIONAL BACKGROUND

Obafemi Awolowo University, Ile-Ife, Osun State. [2016 - 2020]

B. Arts. English Language 2nd Class Lower.

St. Annes' School, Molete, Ibadan, Oyo State. [2006 - 2012]

West African Secondary School Certificate.

Sacred Heart Private School, Ibadan, Oyo State [1998 - 2006]

Primary School Leaving Certificate Examination.

PROFESSIONAL EXPERIENCE

St. Annes' School, [September 2012-
2013]
Molete,
Ibadan,
Oyo state.

Job Title: Administrative officer

Olympus Hotels and Lounge. [December 2016 -
September 2018]
Akinyemi layout
Off 110 roundabout,
Odo-Ona Apata,
Ibadan.

Job Title: SUPERVISOR

JOB DESCRIPTIONS;

Increase Sales and turnover for the new products range

- Expand existing clientele base by marketing and

- awareness creation,
- Ensure that existing clients are kept by providing excellent customer service,
- Maximize returns from the existing clientele base by introducing them to new products range, thereby generating more profit for the company,
- Handled customers' written and telephone complaints,
- Handled other general administrative duties in a timely and efficient manner,

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[2016-2021]

Adeyemi College of Education, Ondo, Ondo State.

Job Title: ON AIR PERSONALITY

AFRIBEAUTY HUB.

[March 2018 - September 2019]

Marri gold close,
Off Wema bank,
Oluyole estate,
Ibadan.

Job Title: General Secretary/ Personal Assistant

- **Activities and Responsibilities**
 - Increase Sales and turnover for the new products range
 - Expand existing clientele base by marketing and awareness creation,
 - Ensure that existing clients are kept by providing excellent customer service,
 - Maximize returns from the existing clientele base by introducing them to new products range, thereby generating more profit for the company,
 - Handled customers' written and telephone complaints,
 - Handled other general administrative duties in a timely and efficient manner,
 - Writing down minutes of every meeting held,
 - Ensuring the attendance of other committee members by sending messages via mail or text messages,
 - Handling all correspondences
- Evaluating and writing proposals for and to the organization

HOBBIES

Reading, Travelling, Surfing the Internet, Productive thinking, Writing, Meeting people. Enjoys volunteer work involving the less privileged especially women and/or children.

REFERENCES

References available on request