

# OGUNLEYE OLAWUMI SANDRAH

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## CAREER OBJECTIVE

Assist a stable and thriving company in achieving its mission and goals by being able to continuously learn and improve the necessary skills and Knowledge needed to help push both the company and myself forward into Success.

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## WORK EXPERIENCE

**J Rapha Hospital and Maternity** 2019  
*HMO Officer*

**Independent National Electoral Commission AD HOC STAFF** 2019  
*Presiding Officer*

**Federal Government Girls College, Sokoto** 2018- 2019  
*Subject Teacher*

**Divine Holistic Herbal Therapy Clinic** 2017-2018  
*Front Desk Officer*

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## EDUCATION

**Osun State University** 2013-2017  
B.Sc. Political Science and International Relations (Second Class Upper)

**Top-Trend Comprehensive College, Ososgbó** 2009-2012  
West African Examination Certification

## SKILLS

- .Excellent written and verbal communication and presentation skills
  - .Excellent ICT skills with proficiency in MS Word, Excel and PowerPoint
  - . Ability to multi-task, prioritize and manage time effectively
  - . Good interpersonal and problem solving skills
  - . Ability to work without supervision and very organized
  - . Good reporting skills and attention to detail
  - . Ability to work in teams
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## CERTIFICATIONS

Certificate of National Service 2019.

Certificate of Google Digital Skills For Africa 2019.

Certificate of YALI Network Fundamentals of Grant Writing 2018.

Certificate of Osun State University Leadership Training Programme 2014.

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## INTERESTS

Administration  
Customer Care Services  
Business Development  
Personal Assistant Manager

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## PERSONAL STRENGTHS

Positive attitude, Emotional intelligent, Trustworthy, Disciplined, Intelligent, Creative, Motivated and Energetic, Willpower, Confident, Focused, Thoughtful, Inspiring, Strategic thinker.

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## PERSONAL PROFILE

Date of Birth	: April 26, 1994
Sex	: Female
Marital Status	: Single
Hobbies	: writing. Reading. Researching. Designing
Known Languages	: English and Yoruba

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## REFEREE

Dr Mrs. Iyabo Odanye - 09083408001, 09069367382  
Pastor Busayo Akomolafe -08035156816