

ODUSAMI ADERONKE OLAYINKA

Home Address: 10, Winners Way Basorun Market, Ibadan.

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Phone No: 09051270443

GENDER: Female

OBJECTIVE:

To work with other staffs in maintaining excellence, good interpersonal relationship and uplifting the institution goals and objectives. With skills acquired, I have superior level of drive, loads of ambition and the determination to give quality and professional support to the institution and team building.

SKILLS PROFILE:

- A high competent, motivated, and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment.
- Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues.
- Good problem-solving and analytical skill.
- Approachable well-presented and able to establish good working relationships with a range of different people.

POTENTIALS:

Fast learner, good interpersonal relation, ability to work with less or no supervision, pleasant personality, goal oriented and a team person.

EDUCATIONAL BACKGROUND QUALIFICATIONS:

- Osun State Polytechnic, iree.
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- Folakemi Comprehensive high school, ogun state.
- Toybii Nursery and Primary school, ogun state.
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QUALIFICATION WITH DATE:

2020 – 2021	National Youth Service Corps
2017 – 2019	Higher National Diploma (HND) in Business Administration
2014 – 2016	National Diploma (ND) in Business Administration
2001 – 2007	West African Senior Certificate {WASSCE}
1998 – 2002	Primary School Leaving Certificate.

WORK EXPERIENCE:

- **Tonade International School, Igangan, Oyo State** 2020 – 2021
Post held: Subject teacher
- **ABUNDANT GRACE GROUP OF SCHOOLS** 2011 - 2012
Post Held: Teacher
- **INTERCONTINENTAL DISTILLERS LIMITED.** 2016 – Till date
Post Held: Assistant Account Officer.

I.T SKILLS:

Application Programmes Microsoft office.

HOBBIES: Reading, Meeting people and Travelling.

REFERENCES:

Available upon request