

OGUNLEYE OLUWATOMISIN DEBORAH

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PERSONAL DATA

Date of Birth: 15th September, 1990
Sex: Female
State of Origin: Ondo State
Local Govt. Area: Akoko North- West
Marital Status: Single
Religion: Christian
Nationality: Nigeria

CAREER OBJECTIVE

- Excellent Relationship Management Skill.
- Responsibilities and Decision making capabilities.
- Excellent communication skills
- Ability to thrive in a high performance culture that values teamwork and collaboration with little or no supervision.

EDUCATIONAL QUALIFICATION WITH DATES

INSTITUTION

QUALIFICATION

Federal Polytechnic Ado-Ekiti, Ekiti	Higher National Diploma (Lower Credit)
(2016 – 2017)	(Office Technology and management)
Federal Polytechnic Offa, Kwara State	National Diploma (Upper Credit)
(2010 – 2013)	(Office Technology and management)
Funmilayo Comprehensive College Ibadan, Senior Secondary School Certificate	
(2001 – 2007)	

Federal Airport Authority of Nigeria Kano,
(1995 – 2001)

First leaving school certificate

WORKING EXPERIENCE:

God's Precious Heritage Nursery and Primary School (2007 – 2009): Teacher

Job Description:

- Preparation of lesson notes from basic one to five
- Daily class teaching and management of class pupils

Coral Technology Ikeja Lagos (2009 – 2010): Secretary

Job Description:

- Attending to both out-going and incoming calls
- Receiving visitors
- Scheduling meetings on behalf of the manager
- Stationery stock management

Indelible Group of Schools Ikorodu Lagos (2014 – 2015): Teacher

Job Description:

- Preparation of lesson notes from Jss one to three
- Daily class teaching

ISON Experience Dugbe, Ibadan (2019– 2020):Airtel Customer Service Agent

Job Description:

- Handle complaints.
Promote Products and Services
- Troubleshoot Technical Difficulties
- Oversee Billing and Payments

TECHNICAL SKILLS

Proficiency in the use of Microsoft Office (Word, Power Point, Excel,)

Web Designing (Intermediate level)

Desktop Publishing and Database Management

HOBBIES AND INTEREST

Reading, Listening to Music and Making Friends

REFERENCES: Available on Request