

# OGUNDIYI WURAOLA ADESUWA

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No 4, Aduloju street, Bodija, Ibadan, Oyo state.

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## PROFILE

I'm a graduate of **Education and Language Arts**. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. I seek opportunity in an organization that stands for excellence and integrity where my full potential and skills will be optimally applied in achieving the functional and corporate objectives of the organization while leveraging on the available opportunities to develop myself.

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## PERSONAL INFORMATION

- ❖ Sex: Female
- ❖ Marital Status: Single
- ❖ Date of Birth: 27<sup>th</sup> of April, 1995
- ❖ State of Origin: Ondo State

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## WORK EXPERIENCE

### Position: Administrative Officer

Alluvia Unique Concepts, Eleyele, Ibadan.

(Jan 2018 – Jan 2019.)

#### *Job Summary:*

- ✓ Overseeing the day-to-day activities of the company
- ✓ Monitoring and maintaining office equipment, inventory supplies; orders replacement supplies as needed
- ✓ Creating, updating, and maintaining personnel records, financial records, and other records and databases
- ✓ Updating office policies and procedures
- ✓ Supporting department managers, staff, and CEO
- ✓ Organizing conference room scheduling, equipment, and cleaning
- ✓ Monitoring incoming and outgoing mail; signing for packages, receiving mails and packages from couriers and delivering to proper recipients.
- ✓ Preparing correspondence, documentation, or presentation materials

**Position: Teacher**

**Methodist Grammar School, Ibadan, Oyo State (NYSC)**

(May, 2017 – April, 2018)

*Job Summary:*

- ✓ Taught and prepared continuous assessment and examination questions on the subject – Home economics
- ✓ Marked examination scripts and prepared a well detailed result for it;
- ✓ Dealt with queries from students on the handled subject.

**Position: Teacher**

**INDUSTRIAL TRAINEE STUDENT**

Olurogbo High School, Ile Ife, Osun State.

(Oct 2014 - Jan 2015).

*Job summary:*

- ✓ Teaching the target students rudiments of English
- ✓ Evaluating the students through tests to check weaknesses and lapses
- ✓ Resolving student's problems on effective communication

**Position: Teacher**

**INDUSTRIAL TRAINEE STUDENT**

Ilesha Grammar School, Ilesha, Osun State

(Nov 2013 - Jan 2014).

*Job summary:*

- ✓ Teaching the target students rudiments of English
- ✓ Ensuring the proper conduct of the students
- ✓ Evaluating the students through tests to check weaknesses and lapses

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**ACADEMIC QUALIFICATIONS**

**Obafemi Awolowo University, Ile-Ife, Osun State.**

**2012- Sept. 2016**

B. Ed. (Hons) Education and Language Arts

**African Church Grammar School, Abeokuta, Ogun State**

**2005-2011**

Senior Secondary School Certificate (Wassce)

**Owu Africa Primary School, Akinolugbade, Abeokuta, Ogun State**

**2001-2005**

Primary School Leaving Certificate

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## ***SKILLS AND COMPETENCIES***

- Excellent verbal and written communication skills
- Ability to prioritize workload in a demanding team environment
- Public and Customer relation skills
- Use of Microsoft Word, Excel, basic internet tools and search engines
- Excellent communication
- Problem solving skills
- Strong Attention to Details
- Excellent Customer Service
- Good presentation Skill

## ***REFEREES***

### ➤ **MRS OGUNDIYI ISOKEN**

Educationist

Owu Baptist Day School, Abeokuta

08036179391

### ➤ **MR AYODELE DAMILOLA**

Client Relationship Officer

Lafayette Microfinance Bank, Ibadan

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