

DADA OLUSEYI TEMITAYO

ADDRESS: 5, Ogunmola street, Opposite Molete Market, Molete, Ibadan, Oyo State.

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills and to be in a position where I can maximize my potentials as a productive and active individual giving quality performance at all times for the attainment of the goal of the organization I aim to be part of.

PERSONAL INFORMATION

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|-----------------|--------------------------------|
| SEX: | Female. |
| MARITAL STATUS: | Single. |
| DATE OF BIRTH: | 24 th August, 1995. |

EDUCATIONAL QUALIFICATIONS

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|---|------------------|
| Federal University of Agriculture, Abeokuta, Ogun State. <i>(Animal Nutrition, B.Agric)</i> | 2012–2018 |
| Liberty Comprehensive College, Atan-Ota, Ogun State. <i>(Senior Secondary School Certificate)</i> | 2007–2010 |
| Baptist Girls' College, Idi-aba, Abeokuta, Ogun State. <i>(Junior Secondary School Certificate)</i> | 2004–2007 |
| Olans Computer Institute, Owode-Yewa, Ogun State. <i>(Diploma in desktop publishing)</i> | 2012 |

WORK EXPERIENCE

Corp Member

Oyo State Agricultural Development Programme, Ibadan. *October 2018 to July 2019 .*

- Assisted in the sensitization of availability of new technologies to improve food production to rural farmers in the state.

Assistant presiding officer

Independent National Electoral Commission , Ibadan, *February 2019 to March 2019,*

- Coordinated activities, sensitized voters' ahead of accreditation and voting in my polling unit.
- Took delivery and inspected election materials and equipment.
- Delivered completed result sheet and card readers to the local government secretariat.

Cashier

*Chicken republic, Ibadan,
2019.*

September 2018 to March

- Welcomed customers and helped determine their orders.
- Processed customer orders and recorded them in the restaurant database.
- Tallied money in the cash register at the beginning and end of shift.
- Helped kitchen staffs when needed.
- Responded to Customers inquiries, issues and recorded customers complaints.

Distribution Point Supervisor

Catholic Relief Services – Ogun State,

May 2018,

- Managed warehouse activities.
- Ensured employee compliance to protocols and standards.
- Supervised inbound distribution of mosquito nets to ensure accuracy.
- Ensured the warehouse inventory is clearly identified and readily accessible.
- Ensured mosquito nets for distribution are routed to the appropriate clients.
- Supervised document preparations for transfer to other distribution points.
- Monitored and traced the progress of distribution.
- Scheduled counts with the distribution point verifier.
- Maintained a clean and safe working environment.

Sales Representative

Bisimillai Plastics, Owode-Yewa, Ogun State,

2013

- Provided accurate information about products.
- Promoted and sold products by convincing customers.
- Reached out to customers through calls.
- Conducted weekly and monthly reports to the manager on sales targets, enquiries and clients feedback.

Sales Representative

Gray-netbel Nig. Enterprises, Owode-Yewa, Ogun State,

2011-2012

- Provided accurate information about products.
- Promoted and sold products by convincing customers.
- Reached out to customers through calls.
- Conducted weekly and monthly reports to the manager on sales targets, enquiries and clients

SKILLS

Computer literate, Ability to learn and also pay attention, Good verbal & communication skills Unique interpersonal skill, good customer service skills, leadership and problem

solving skills,

LANGUAGE

English and Yoruba

HOBBIES

Reading, Travelling, and meeting people.

REFREES

Available on request.