

AINA, BUSAYO JUSTINA

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Ojoo, Ibadan, Oyo. State

A political science graduate who is passionate about socio-economic welfare, education and general development with the aim of providing quality service in an organization. Highly dedicated, disciplined, and versatile graduate with bias for action and dynamic ability in any work environment. Possesses effective communication, refined leadership and dynamic people management skills with a poise for excellence in different work environment. Tech savvy with an incredible understanding of modern technology, resourceful team player seeking challenging and rewarding opportunity with an organization of repute that recognizes and utilizes her true potential while nurturing career development goals

Skills & Competencies

- Excellent communication skills (oral and written).
- Analytical and interpersonal skills.
- Highly Proficient in MS Office.
- Business oriented skills
- Proficient in Administrative work.
- Excellent leadership and team management skills.

Work Experience

Assistant Store Manager/Relieve Officer

01/2020 – 07/2021

Ice and Cream — Ibadan

- Coordinating and taking stock of the inflow and outflow of goods
- Sales and distribution of wares
- Determine goods and services to be sold, and set prices and credit terms, based on forecast of customer demand.
- Locate, select and procure merchandise for resale, representing management in purchase negotiation.
- Recommendation of areas of improvements, product enhancements.

Bank Teller

08/2018 – 11/2019

Lavender Microfinance Bank — Abeokuta

- Handling customer financial transactions like deposit, transfer, withdrawal, money order
- Promote bank services
- Counting cash, answering calls, filling deposit slips and paper works

National Youth Service Corps

11/2017 – 10/2018

Our Lady of Apostle — Maryway, Ibadan

- Designed and implemented lesson plan for effective teaching.
- Acquainted the students with modern technology using personal gadgets.
- Evaluated students' performance through classroom test and internal examination.

Education

Bachelor of Science (Hons.)

2013 – 2017

Political Science and International Relations

Crawford University — Igbesa, Ogun State (Second Class Upper Division)