

# Oluwalere Damola Tella

No 14, 11th Avenue, Alaafin Avenue, Oluyole  
Estate, Ring Road, Ibadan  
Leretella.tl@gmail.com  
07032272360

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## SUMMARY

An enthusiastic, energetic and hardworking personality working diligently to the best of my ability to contribute my quota towards the development of the establishment in order to achieve their set goals.

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## EDUCATION

MARCH 2019 -MARCH 2020

**NYSC, NYSC certificate**

NOVEMBER 2014 -AUGUST 2018

**Osun State University , Bsc. Mathematics**

SEPTEMBER 2007 -JULY 2013

**oluyole private international comprehensive college , SSCE**

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## SKILLS

**Microsoft office applications**Intermediate

**Team player** Intermediate

**Time management and organisation**Intermediate

**Attention to details**Intermediate

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## EMPLOYMENT

NOVEMBER 2018 -MARCH 2019

**Customer Service Representative and Cashier , Ultima Restaurant , Ibadan**

- Ensuring quality customer services at all times
- Maintain thorough knowledge of store merchandise
- Open and Close the register and monitoring cash limits

SEPTEMBER 2019 -JANUARY 2020

**Customer Service Representative , Bet9ja, Koko, kebbi state**

- Ensuring quality customer services at all times
- Record keeping, opening and closing of accounts

APRIL 2020 -MARCH 2020

**Class teacher and secretary , Nuhu Koko Science Academy , Koko, kebbi State**

- Created meeting agendas, took meeting minute and sent out summary reports to relevant parties
- Set monthly goals to improve specific skills, understanding of challenging topic in a subject and partnered with other teachers to additional lessons for specific students

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## LANGUAGES

**English :** Expert

**Yoruba :** Beginner

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## HOBBIES

- Reading
- Researching
- Travelling

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## REFERENCES

**Honorable shu'aibu Ibrahim , Nuhu koko Science Academy**

08060615406

**Mr Abiodun Yussuf**

09056239565