

BELLO MONSURAT OLAJUMOKE

PERSONAL INFORMATION

Date of Birth: 9th of August, 1997.

Phone Number: 08102579835, 08035024431.

Home Address: No 26, Zone 2, Osajin Area, Apete, Ibadan, Oyo State.

Email Address: bellomonsurat26@gmail.com

Languages: English (fluent), Yoruba (maternal language)

CAREER OBJECTIVE

To work in an organization where my skills, interests and qualities will be fully utilized, contributing positively to the internal and external growth of an organization, using the available resources and also get the training and support needed to flourish professionally.

INTEREST

Reading

Traveling

Internet Surfing

Learning

SKILLS

Teamwork

Customer Service

Communication (verbal and written)

Adaptability

Critical Thinking

Microsoft Office

Organization

WORK EXPERIENCE

2019 **ASSISTANT PRESIDING OFFICER**

Independent National Electoral Commission (INEC)

- Issued out ballot papers to eligible voters.
- Provided assistance to voters where necessary.
- Secured the ballot box and contents at the poll.

2018 – 2019 NATIONAL YOUTH SERVICE CORP

- Electoral Committee Member, Editorial and Publicity CDS.
- Taught English Language at Government Day Secondary School, Bosso Road, Minna, Niger State.
- On Air Personality, Search FM, Minna, Niger State.

EDUCATION

2014 – 2018 BACHELOR OF ARTS IN ENGLISH LANGUAGE

University of Ilorin, Kwara State.

2007– 2013 NECO

Fadl-I-Omar Ahmadiyya College, Ede, Osun State.

2000 – 2007 PRIMARY SCHOOL LEAVING CERTIFICATE

Comet International Nursery and Primary School, Ede, Osun State.

PROFESSIONAL CERTIFICATION

2019 Certificate in Customer Care Management

Joint Professional Training and Support International

VOLUNTEERING/LEADERSHIP/AWARDS

2019 FINANCIAL SECRETARY

GDSS Corpers Forum, Minna, Niger State

- Ensured that all members paid their dues.
- Safe keeping of financial records of the association.

2019 Minna Girl Child Education on Personal and Menstrual Hygiene

A project by the Editorial and Publicity CDS group

- Played an active role in the organisation and success of the project.

2019 ORPHANAGE VISITATION

Orphanage Home, Bosso Road, Minna, Niger State.

- Donation of household materials to the orphanage

REFREES

Available on request.