

Taiwo Ayomikun Adebessin

Inventory Manager

I am a passionate and efficient entry level business administration professional, who is also a team player and capable of gaining new skills without difficulty, and also able to build a long term career in a corporate organisation with opportunities for career growth. Furthermore, I want enhance my educational and professional skills in a stable and dynamic workplace with an aim to increasing the value of the organisation.

✉ taiwoadebesin29@gmail.com

☎ +234 7031520736

📍 12, John Oladiran street, Soluyi Gbagada , Lagos

EDUCATION

Bachelor of Science

Tai Solarin University of Education

01/2011 – 12/2014

Ijebu-Ode

SKILLS

Management and leadership

Technical skills

Staff Relation

Time management

Adaptability

Multi-tasking

WORK EXPERIENCE

Teacher

Baptist Girls' College

08/2018 – Present

Abeokuta

Achievements/Tasks

- Administered continuous assessment and unified civic examination to all students in SS3 classes.
- Ensured that students' performances met up with the educational curriculum and standard.
- Work effectively with other staff in the school and give reports on the state of academic performance of the students and the role of parents/guardians.
- Supervise students as they complete academic scheme of work given to the school by the Ministry of Education.

Secretary, Records Department

PG School, University of Ibadan

08/2014 – 07/2015

Ibadan

Achievements/Tasks

- Received mails and transcript and dispatched them to Administration department.
- Locate students' files and organize according to the students' faculties and departments for easy access.
- Sent mails and invoices to different departments within the Postgraduate school.
- Impute students results from their files into the system for verification and approval.
- Uploading of students data and processing transcripts for collection.
- Print students' transcripts and seal them for dispatch.