

AKINADE FOLASHADE GOLD (ACIHRM)

ADDRESS: No 6, Bolumole Street, off Iyana Aafani, Challenge, Ibadan, Oyo State.

Phone: 07016197680

Email: folaakinade@gmail.com

CAREER VISION

To work in a preeminent, highly professional, merit driven and result oriented organization with strong business and social values. My mission is to strive for excellence and move the organization forward through customer satisfaction and realization of company's aim and objectives.

PERSONAL DATA

Gender: Female.

Marital Status: Single.

State of Origin: Oyo State.

ACADEMIC QUALIFICATION

Federal University of Agriculture, Abeokuta (2014-2021).

Bachelor of Science in Agriculture, B.Sc. (Agr.).

PROFESSIONAL TRAINING AND CERTIFICATIONS

CERTIFICATE	AWARDING BODY	YEAR
Certificate of National Service	National Youth Service Corps	2022
Human Resources Management	International Institute of Project and	2022
Professional (HRMP).	Safety Management (IIPSM®).	

WORK EXPERIENCE AND ACCOMPLISHMENTS

ORGANIZATION: Bamidele Olumilua University of Education, Science and Technology, Ikere, Ekiti state.

DURATION: 2021-2022

POSITION: Administrative Assistant (NYSC Intern).

JOB DESCRIPTION:

- Proper indexing of mails and consignment of urgent mails on behalf of the department.
- Organize and schedule board/members of staff meetings and adequate clientele relationship.
- Fresh students' registration and updating of academic records.
- Typing, editing and proofreading of documents and reports.
- Requisition and stocking of stationary items.

ORGANIZATION: MJAY KLOTHINGS.

DURATION: 2018-2019

POSITION: Fashion Designer.

JOB DESCRIPTION:

- Creating, visualizing an idea either by adapting an existing pattern or developing a new design.
- Negotiating with customers and suppliers.
- Maintaining relationship with existing customer base through office visits, checkup calls and follow-up mails.
- Working out the time frame and cost of production.
- Maintaining positive business relationships to ensure future sales.

ORGANIZATION: Federal University of Agriculture, Abeokuta, Ogun state.

POSITION: Farm Intern.

DURATION: 9 MONTHS.

JOB DESCRIPTION:

- Harvesting and inspection of crops by hand, farming tools and farm machineries.
- Spraying of fertilizer and pesticide solutions to control insects, fungi and weeds.
- Feeding of livestock, cleaning and disinfecting their pens, cages, yards and hutches.
- Examine animals to detect symptoms of illnesses or injuries and administering vaccines to protect animals from diseases.
- Organizing the sales, purchases and transportation of livestock and farm produce.

TECHNICAL AND PROFESSIONAL SKILLS

- Proficient in the use of all Microsoft office applications; Ms Word, Ms Excel, Spreadsheet, Power point.
- Human Resources Managerial skills.
- Ability to balance priorities and coordinate work effectively.
- Excellent analytical and organizational skills.
- Exceptional communication skills.
- Entrepreneurial skills: Fashion design, Event planning and decorations, General merchandise.

ACHIEVEMENT

- Achieved a 25% increase in sales for my previous employer. This goal was reached through carefully targeted social media advertising campaigns.
- Delivered consistently high levels of customer service in roles that resulted in increased sales for my employer.
- Received excellent appraisals and recommendations.

MEMBERSHIP OF PROFESSIONAL BODIES

- Associate, Chartered Institute of Human Resource Management (**ACIHRM**).

LEADERSHIP EXPERIENCES

- BOUESTI Corpers Project Committee 2021-2022.
- Culture and Tourism CDS Group Ikere Ekiti; Financial Secretary (Sept2021-April2022).
- RCCG Jesus Forte Ibadan; Youth Fellowship Vice President (2019-2020).

INTERESTS

Travelling, music, organizing, managing and liaising with clients.

REFEREES: *Available on request.*