

# AKINYERA FASILAT OLUWASOLA

22Awujoola house,Ilorin ibadan express way Moniya, Oyo state. +2348133438005

[Sholafasilat@gmail.com](mailto:Sholafasilat@gmail.com)

## EDUCATION

**NYSC:** Nigerian Sanitation Group oyo state

**Moshood Abiola Polythecnic**

Programme: Business Administration (HND)Higher National Diploma

Academic Stand: Lower credit

Relevant Courses: Business Management, Company Law, Financial Accounting, Cost Accounting,Business Consultancy.

**Moshood Abiola Polythecnic**

Programme: Business Administration (OND)Ordinary National Diploma

Academic Stand: Lower credit

Relevant courses: Principal of Account,Principal of purchasing,Principal of law,Office management.

## PERSONAL

### OBJECTIVES

I want to succeed in an environment of growth and excellence by meeting personal and organizational goals with different skill set

## WORK EXPERIENCE

**Teacher, Immanuel Grammer School Orita, University of Ibadan** Jan2019

- Preparing of Lesson notes on Business studies.
- Lecture presentations on Business studies.
- Class activities and performance review of students

**Secretary To The Principal Immanuel Grammer School Orita,University Of Ibadan** Sep 2018

- Preparing and arranging names of pupils/Corpers files
- Taking minutes Of meetings By the board of the School
- Ensuring the principal gets insight of the day to day Office activities and performance

## LEADERSHIP EXPERIENCE

**Project Head, Orientation programme,**

**Association of Business Administration Entrepreneurship Programme** 2017/2018

- Successfully Organised an orientation programme for 2016 freshers
- Managed and Coordinate a team of 26 students

## OTHER ACTIVITIES

- Industrial Training– Sweet Sensation Confectionery,Front liner And customer relations personnel 2014/2015

## SKILLS AND ACTIVITIES

Computer Skills – Microsoft Word, Power Point

Languages – Fluent in English and Yoruba

**REFERENCES**

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Available on request