

Adebowale Rasheed

I will describe myself as a very intuitive and productive person who always seeks to learn in order to get better. I feel learning is a continuous aspect of life because the world is not stagnant there are new developments daily so you have to always update your knowledge.

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EXPERIENCE

National Youth Service Corps, Nigeria — *Personal Assistant*

JUNE 2021 - FEBRUARY 2022

I was posted to the Ministry of Agriculture in Abeokuta Ogun State, where I served as a personal assistant to the Director of Administration and Supplies, I helped in typing out and printing documents, responding to unofficial invitations, organizing files brought to the director and taking notes in his meetings.

Lean-on Paints, Nigeria — *Inventory Manager*

JANUARY 2020 - OCTOBER 2020

I was tasked with recording the quantity of paints produced as well as the quantity of raw materials used in the production therefore keeping and up to date record of the available raw materials and the paints sold as well as the ones left in stock.

SCL Express, Nigeria — *Sales Marketer*

MARCH 2019 - OCTOBER 2019

SCL is a courier company where I worked as a sales marketer, I helped in promoting awareness and getting more customers for the company by going out to distribute flyers creating advertisement videos and calling potential clients.

Seacret Direct, MB Canada — *Sales Agent*

JUNE 2016 - AUGUST 2017

Ade-Sab is a construction company where I worked as a data entry clerk using Microsoft Excel to keep tabs of all required data.

Ade-Sab, Nigeria — *Data Entry Clerk*

JULY 2015 - DECEMBER 2015

Ade-Sab is a construction company where I worked as a data entry clerk using Microsoft Excel to keep tabs of all required data.

SKILLS

HTML.

CSS.

JAVASCRIPT.

REACT JS.

GIT.

WORDPRESS.

ELEMENTOR.

Microsoft Office Suite.

EvIEWS.

Auto-Cad.

STRENGTHS

Ability to Prioritize.

Analytical.

Critical Thinking.

Detail Oriented.

Determination.

Good Communication Skill.

Problem Solving.

Teamwork.

AWARDS

**Best Graduating Student in
Economics Department
(2020) by Achievers
University Owo**

EDUCATION

Achievers University Owo, Ondo Nigeria — *BSc. Economics*

NOVEMBER 2017 - DECEMBER 2020

Completed a 4 years degree program in Economics.

International College of Manitoba, MB Canada — *Diploma*

JANUARY 2016 - AUGUST 2017

Studied at International College of Manitoba (ICM) in the University Transfer Protocol (UTP) Stage II: Arts program with a minimum of 30 credit hours.

D-Ivy College, Ogun Nigeria — *High School Diploma*

SEPTEMBER 2009 - JUNE 2015

High school Degree Program. West African Examination Council (W.A.E.C)-2015, National Examination Council (N.E.C.O)-2015, Cambridge International General Certificate of Secondary Education (I.G.C.S.E)-2014.

PROJECTS

Afrohunt — *Music Blog*

This project is a responsive entertainment website built using WordPress here is the url: <https://afrohunt.com>.

Best Behaved Graduating Student in Senior High(2015)
by D-Ivy College.

Best Behaved Graduating Student in Junior High(2012)
by D-Ivy College.

LANGUAGES

English, Yoruba.

VOLUNTEER

Volunteered for the student council orientation team at the International College of Manitoba (2017).