

RAJI OPEYEMI IBRAHIM

Address: 45, Okra estate, Awoyaya, Ajah, Lagos state.

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CAREER OBJECTIVE:

To pursue and develop professional career in a recognized and veritable organization and to help organization achieve their goals and objectives through effective and efficient utilization, using my strong practical and analytical skills to add value and to achieve my goals with undiluted passion for excellence and also with potential that offers rewarding learning opportunity and challenge.

PERSONAL DATA:

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|-------------------|--------------------------------|
| Date of birth: | 02 nd January, 1999 |
| Sex: | Male |
| State of Origin: | Osun State |
| Local Govt. Area: | Ede North |
| Marital status: | Single |
| Religion: | Islam |
| Nationality: | Nigeria |

EDUCATIONAL BACKGROUND:

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| National Diploma (Mass Communication) Adeseun Ogundoyin Polytechnic, Eruwa | 2017-2018 |
| Senior Secondary School Certificate of Education (SSCE) Community Grammar School, Akanran, Ibadan Oyo State | 2016 |

PERSONAL ATTRIBUTES

- *Excellent use of Microsoft Excel, Word, Canva and other Desktop Applications (Photoshop, Corel draw.)**
- *Ability to work under supervision.**
- *Excellent interpersonal and communication relation.**
- *Good writing & Communication Skill.**
- *Highly Motivational, adaptable organize and perspective.**
- *Outstanding leadership ability.**

Work Experience

1. Union Diagnostics and Clinical Service plc--- Lagos

Post Held: Computer Operator 2022 till Dates

Duties and Responsibilities

Typing up reports, clinic letters and information for patients, transcribing notes from Doctors and Consultants and working closely with Service Managers and other administrative staff to ensure that patients and staff get the information they need in a timely manner.

2. Bukha Hut Hospitality---Admiralty way, Lekki Lagos

Post Held :Waiter December 2020- January 2021

Duties and Responsibilities

Welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.

Strength

- ❖ Helping people find what they want and clearly explaining anything they need to know.
- ❖ Developing superb concept, diplomacy and tact when dealing with people.
- ❖ Being able to quickly identify problems.

Interest

- ❖ Quest For Knowledge through Research
- ❖ Finding solutions to challenges/problems

Hobbies

- ❖ Reading
- ❖ Teaching and impartation of knowledge through seminars and workshop

Reference

Available on request.