

LATEEFAT BOLUWATIFE LAWAL

No 5, Women Hostel, Mayfair, Ede Road, Ile-ife, Osun State, Nigeria.

Telephone: 09098655670, 08069583857.

Email: lateefatlawal2@gmail.com.

CAREER OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. I want to excel in this field with hard work perseverance and dedication.

EXECUTIVE DETAILS

An enthusiastic, self-motivated and result driven individual with excellent communication and technical skills, highly analytical, and an excellent team player; gifted with the ability to operate with little or no supervision and cope with highly challenging and stressful environments. I am teachable, adaptable, and have a keen interest in taking up new and challenging assignments which can facilitate the attainment of organizational as well as further my personal and professional development.

PERSONAL DETAILS

Date of Birth:	24th, March, 1999.
Sex:	Female.
Marital Status:	Single.
State of Origin:	Ondo State.
Local Govt. Area:	Akoko South-West.
Nationality:	Nigerian.
Languages:	English, Yoruba and Hausa.

EDUCATIONAL QUALIFICATIONS

2018-Present

Educational Institution:	Obafemi Awolowo University.
Course:	Botany.

2013-2016

Educational Institution:	Model International School.
Qualification Obtained:	Senior Secondary School Certificate Leaving Certificate.

2010-2013

Educational Institution:	Model International School.
Qualification Obtained:	Junior School Certificate.

2004-2010

Educational Institution:	Mameena Memorial School
Qualification Obtained:	Primary School Leaving certificate.

WORK EXPERIENCE

Olayemi medicine store(June 2020 – November 2020)

Position Held	Job Description
Sales Representative	Attending to the customers and other official assignments

Mr Naija printing and photocopy enterprises (November 2020 - February 2021)

Position Held

Typist

Job Description

Typing and correction of documents

TECHNICAL SKILLS

- MS-Office 2007, 2010 and 2013 (Microsoft Words, Microsoft Excel, Microsoft PowerPoint).
- HTML, CSS, Javascript.

PERSONAL PROJECTS

Expense Tracker (netlify.app)

- Developed an expense tracker to keep track of my expenses and income.

Calculator (netlify.app)

- Developed a scientific calculator to make my calculations.

Personal Portfolio (netlify.app)

- This is my personal portfolio I built to portray my skills.

KEY SKILLS

- Excellent interpersonal and communication skills.
- Team player and team management skills.
- Confident and detail conscious.
- Polite and patient with efficient management and organizational skills.
- Hard working and multi-tasking.
- Expertise in data collection.

HOBBIES

- Discovering new innovations through internet surfing
- Learning and Practicing Coding
- Reading
- Music
- Sight-seeing

EXTRA CURRICULAR ACTIVITIES

- Clerk of the house,
National Association of Botany Students,
Obafemi Awolowo University, Ile-ife

2018-2019

REFEREES

Available on Request