

Email: babatundeadebowale1998@gmail.com | Tel.: +234814623767, +234816523546 | Address: 21 Aregbesda Close, of f Akinyemi Street, Ogudu, Lagos state. | State of Origin: Osun | Nationality: Nigerian | Date of Birth: April 11 1998 | Marital Status: Single | Languages: English, Yoruba.

CAREER OBJECTIVE

A skilled Graduate looking to obtain an entry-level management position within a reputable organization that will give an opportunity for the display of skills and knowledge to achieve set goals and objectives. A quick learner and an excellent communicator with strong interpersonal skills and work well as part of a team or independently, able to perform in a multi-disciplinary and multi-tasking work atmosphere.

EDUCATION AND TRAINING

2019	Ekiti State University (EKSU) Ado-Ekiti, Ekiti State. B.Agric. (Hons.) Agricultural Economics.
2018	Teaching and Research Farm, Obafemi Awolowo University, Ile-Ife, Osun State. Industrial Training(IT)/Student Industrial Work Experience Scheme (SIWES).
2018	Odimeji International School, Ile-Ife, Osun State. Senior School Certificate.
2007	Obafemi Awolowo University Staff School, Ile - Ife, Osun State. First Leaving School Certificate.

WORK EXPERIENCE

DATE	POSITION/ESTABLISHMENT	RESPONSIBILITIES/ACHIEVEMENTS
2021	Executive Virtual Assistant G247 Property Solutions llc	Making of outbound calls to qualify leads
2021	Subject Teacher (Economics) Sijuwade Comprehensive College, Road 7, Ile-Ife	Teaching students in the best comprehensible manner. Preparing standard continuous assessments and examination questions.
2020	Secretary Greenfield Chambers, Fajuyi, Ile-Ife, Osun State.	Taking down names, contacts and purpose of visit of clients Preparing (including typing printing etc) of documents to be used by the Barrister
2019	Sales Executive REM Ventures, Ekiti state.	Typing printing and scanning of documents Keeping record of sales with utmost transparency
2018	Class Teacher Goodnews Seed Academy, Fajuyi, Ile-Ife, Osun State.	Teaching students in the best comprehensible manner. Preparing standard continuous assessments and examination questions.
2014	Secretary Grace House Chambers, D.F.O Olaniyang esq, 164 Iremoroad, Ile-Ife, Osun State	Taking down names, contacts and purpose of visit of clients Preparing (including typing printing etc) of documents to be used by the Barrister

LEADERSHIP POSITIONS HELD

DATE	POSITION/ESTABLISHMENT	RESPONSIBILITIES/ACHIEVEMENTS
2019	Assistant General Secretary University Christian Association of Ado-Ekiti (UCAAD), Ekiti State University (EKSU), Ado-Ekiti, Ekiti State	Coordinating meetings of all fellowship Presidents in Ekiti State University Ensuring timeliness during joint service of all fellowships in Ekiti state university
2019	President Redeemed Christian Fellowship (RCF), Ekiti State University (EKSU), Ado-Ekiti, Ekiti State	Coordinating the activities of the fellowship of over 800 members Ensuring the effective functioning of all subgroups of the fellowship
2018	Assistant Bible Study Coordinator Redeemed Christian Fellowship (RCF), Ekiti State University (EKSU), Ado-Ekiti, Ekiti State	Coordinating weekly meetings and ensuring the welfare of each unit member Conducting and engaging in follow-up activities to foster good relationship among members and also good coordinator-member relationship
2017	Assistant Library Coordinator Redeemed Christian Fellowship (RCF), Ekiti State University (EKSU), Ado-Ekiti, Ekiti State	Coordinating Library unit weekly meetings Ensuring the purchase and sale of Christian literature for members of the fellowship Ensuring that record of sales are kept with transparency
2016	Cell Leader Redeemed Christian Fellowship (RCF), Ekiti State University (EKSU), Ado-Ekiti, Ekiti State	Coordinating Environ's weekly meetings and ensuring the welfare of each Environ member Engaging in follow-up activities

PROFESSIONAL CERTIFICATIONS

- Certificate of Fundamentals of HTML5 (FromSoldearn)
- Certificate of Fundamentals of CSS (FromSoldearn)
- Certificate Of Completion - CSS Essential Training (FromLinkedIn)
- Certificate Of Completion - HTML Essential Training (FromLinkedIn)
- Certificate Of Completion - JavaScript Essential Training (FromLinkedIn)
- Certificate Of Completion - Prepare Yourself for a Career in Sales (FromLinkedIn)
- Certificate Of Completion - Programming Foundations Fundamentals (FromLinkedIn)
- Certificate Of Completion - Sales Foundations (FromLinkedIn)

SKILLS AND ABILITIES

- Proficient in Microsoft Office Application suite. (MS Word and Power point)
- Web developer and graphics designer
- A Self-starter Able to Perform in a Multi-disciplinary and Multi-tasking Work Atmosphere
- Great Verbal and Written Communication Abilities
- Outstanding Analytical Skills

- Strong Interpersonal Skill

HOBBIES AND INTEREST

Music, Reading and Speaking, Playing Guitar

REFERENCES

- DR. Kunle Benson ~~Lecturer~~ Obafemi Awolowo University, Ile-Ife, Osun State.
0803599104
- DR. MRS Oke ~~Lecturer~~ Joseph Ayo Babalola University, Ikeja-Arakeji, Osun State.
0806247913