

ONILEOWO AYODELE TOKUNBO

2 Ibedoyin quaters iyin Ekiti,Ekiti state
09130788259 | foxmasterfox07@gmail.com

Graduate Trainee | Sale Representative| Digital Marketer.

Highly equipped individual with good office management skills and taking account of sales. Apt in administrative tasks, business development, customer engagement to promote reoccurring sales thereby sourcing for new client. Looking forward to join an establishment where my knowledge and skills can be utilized and relevant to the firm and given general support to organizational goals and tasks.

AREAS OF STRENGTHS & EXPERTISE

- | | | |
|---------------------------------------|-----------------------------------|----------------------------|
| ▪ Customer Satisfaction | ▪ Problem Resolution | ▪ Organization& Management |
| ▪ Effective negotiation & persuasion. | ▪ CustomerRelationship Management | ▪ Sales & Distribution |

PROFESSIONAL EXPERIENCE

Community Secondary School Okpoama, Brass Island Bayelsa State
(NYSC)

Role: Geography and Social Studies Teacher

Duties and Responsibilities:

- Analyzing the needs, strengths and weaknesses of students and structuring lessons and assessments around them.
- Adjusting teaching methods to suit different groups of learners.
- Creating engaging, stimulating lesson plans and asking frequent questions to make sure students are on track.
- Reporting any progress issues to the head of the department, as well as the parents.
- Supervising lab sessions, delivering practical demonstrations and accompanying students on field trip.
- Providing extra support to students that require it, and more challenging tasks to those who are ahead of the class.
- Keeping abreast of developments and research in the field, and using this to ensure lessons are relevant.

Ministry of Transportation Alausa Lagos Ikeja

Role: Secretary / Admin officer

Duties and Responsibilities:

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Search for top companies to prepare weekly report
- Prepare e proposal and Send mails/proposal to the companies



Betting cotmpany (bet9ja)

Role: Cashier/ Sales Representative.

Duties and Responsibilities:

- Collecting and documenting funds
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers.

EDUCATION & CREDENTIALS

Lagos State University (LASU) Ojo Badagry
Bsc in Geography and Regional Planning
November 2021

Secondary School Certificate, Christ Boy's Ado Ekiti

Primary School leaving Certificate,
Model Nursery and Primary School kubwa Abuja

LEADERSHIP EXPERIENCE

- NYSC Skill Acquisition and Entrepreneurship Development (SAED) .
- Leader of the Eco Vanguard Cds group (Nysc) with 3 Successful Community project done

CERTIFICATION

National Youth Service Corp - NYSC

CORE COMPETENCIES

- Organizational and planning skills
- Teamwork
- Good communication skill
- Data collection and management
- Attention to details & Confidentiality
- Problem solving & Reliability.

REFERENCE

- Available on Request.

