

## Curriculum Vitae

# MURITALA ABOSEDE ADEBOLA

10, Moses Afolabi Close, Gbinrinmi, Powerline, Abule Egba, Lagos State.

**E-mail:** muritalaadebola26@gmail.com **Tel:** 09029719345.

### PERSONAL PROFILE

Abosedede is vibrant, motivated and passionate in whatever she does; and has good interpersonal communication skill; always willing to learn and do the right things. She is very effective and efficient working independently and as a team-player to achieve set goals.

### PERSONAL DATA

**Sex:** Female **Religion:** Christianity **Nationality:** Nigerian **State of Origin:** Lagos State

**Marital Status:** Single

**Date of Birth:** 30<sup>th</sup> July, 2000  
(2017 – 2018)

### EDUCATION

**Omis Onis Computer Institute** • (2012 – 2017)

Desktop Publishing

**Ever Precious International School** (2002 – 2012)

• Senior School Leaving Certificate (S.S.C.E)

**Ever Precious International School**

• First School Leaving Certificate (F.S.L.C)

2024

### CERTIFICATION

#### PAGE INNOVATION

Data Analyst

### PROFESSIONAL EXPERIENCE

#### • VODATECH COMPANY

Surulere, Lagos.

Tel: 08029904100

**Post Held: Secretary**

#### • HAIFA DAVID PROPERTIES

**Post Held: Secretary Duties:**

Executing day to day activities of the organization

Responding to customer inquiries and needs

Maintaining and managing all database relating to real estate functions and activities

Prepare drafts, agreements, leases and other related documents.

Interacting with clients, owners, and tenants to handle their requests and needs.

**PERSONAL  
SKILLS**

- Good interpersonal relationship
- Planning and organizational skills
- Versatile with Computer Packages such as power BI, Excel, Tableau, SQL.
- Creative – mindset, critical thinking and a good team player
- Excellent oral and written communication skills
- Very proficient in speaking and writing English and Yoruba Languages

**HOBBIES**

Music  
Reading  
Communicating with people  
Traveling

**REFEREE(S)**

**MRS OJEDIRAN MOJISOLA**  
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