**Adejumo, Oluwaseun Yebosola**

*6 Baoku Street, Ogba, Lagos State. Nigeria*

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**TEL: *08026921115***

**CAREER OBJECTIVE:**

To attain top management proficiency in a reputable organization and contribute effectively in the organizational goal and objective, produce top quality professional service in the management of private, public and co-operate affairs in a challenging environment with opportunity for career development and advancement.

**PERSONAL DATA:**

**Date of Birth:**  12th April, 1992

**Sex:** Female

**Marital Status:**  Single

**Religion:** Christianity

**State of Origin:** Oyo State

**L.G.A:** Ibadan North-West

**Nationality:** Nigerian

EDUCATION: UNIVERSITY OF LAGOS AKOKA, YABA, LAGOS STATE.

***Bachelor of Arts Graduation Year: 2014***

***Major: English Language***

**Relevant Courses:**

Creative Art Nigerian Languages

Creative Writing Effective Speaking in English

Sociolinguistics of English Language English Pronunciation

Oral Communication skills Poetry

JERARE SUMMIT SECONDARY SCHOOL, OGBA

***Finish Year: 2008***

LEELAND NURSERY AND PRIMARY SCHOOL, OREGUN

***Finish Year: 2003***

**ACADEMICQUALIFICATIONS:**

* First School Leaving Certificate
* Senior School Certificate Examination (S.S.C.E).
* West African Examination Council Certificate (PRIVATE).
* B.A. English.
* NYSC Discharge Year July 2015.

**OTHER QUALIFICATION**

* **Basic Professional Course**

Nigeria Broadcast Academy

Federal Radio Commission of Nigeria (FRCN) Training School

Basic Presentation

January – March 2016

**WORK EXPERIENCE:**

* Teacher at Lagos Cambridge School – IGCSE O Level, TOEFL, IELTS and SAT English. From this role I have acquired the following skills:

1. Effective communication
2. Problem recognition and solving
3. Public speaking
4. Working effectively under pressure and tight deadlines
5. Motivational Speaking and Counseling
6. Emotional Intelligence
7. People Management

* NYSC Primary Assignment, LASACO Assurance Plc: Involved in hands on role that includes liaising with individuals, staff and clients. Screening phone calls, responding to enquiries and requests made to the office of the Head of the Corporate Affairs Department and later the office of The Managing Director when appropriate. Organizing documents/filling, meeting and greeting visitors and staff at all levels of seniority.
* Voluntary Service – Call Centre Personnel at Harvesters International Christian Centre, Gbagada: Involved in making targeted phone calls to old, new and potential members. Calling up to seventy members a day. Reminding them of upcoming services and collating data.
* Assistant Producer for Family Heritage Television Series Season Two: I was responsible for keeping record of the finances made available for the project. I was also responsible for paying cast and crew members timely,

**SKILLS:**

* Communication competence
* Stress management
* Goal setting
* Time management
* Basic computer skills
* Knowledge of Ms Word and Excel
* Zeal to work diligently
* Knowledge of business principles and core values
* Internet research skill
* Professional phone manner
* Customer service skills
* Strong interpersonal and communication skills-both written and verbal

**INTEREST:** Reading, Learning, Writing, Travelling and Music

**HOBBIES:** Traveling, Researching, Reading Novels and Educative Materials.

**REFERENCES:**

**Mr. Leke Akinrowo**

**Tel:** 08162770160

**Mrs Ireti Ojekhoa**

**Tel:** 08034921751