**Baiyewu Afolake Simbiat**

No 1 Bayewu street Iju Water Works, Elliot Bus stop, Iju Ishaga, , Lagos.

***Email:***[afolakebaiyewu@yahoo.com](mailto:afolakebaiyewu@yahoo.com)  ***Phone no:***08138272000, 07059629600

**Personal Summary:**

I am an efficient and reliable Administrative personnel who graduated with a Second Class Lower degree in Business Administration (BSc). I am currently looking for a position, one which will make best use of my existing skills and capabilities and also further my personal and professional development.

**Personal Profile**

* SEX: Female
* DATE OF BIRTH: 12th June,1994
* MARITAL STATUS: Single
* NATIONALITY: Nigerian

**Work Experience:**

**Secondary Grammar School, Ibeno, Akwa Ibom (NYSC)- May 2015- April 2016**

Taught business studies to Jss 2 students.

**Shefield Montessori School, Lagos – Administrative Assistant April 2016- Present**

Attend to staffs, visitors and parents of the school

Filing of document

Typing of documents and examination questions

**Certification/Training:**

**KarRox Computer Education. 2007**

* Microsoft Certified Desktop Support Technician (level one)

**Muslim Corper's Association Of Nigeria (MCAN) 2016**

* Certificate of Merit
* Sister Coordinator secretary

**NYSC Discharge certificate 2016**

**Project Management Institute (PMI) 2016**

* 35 contact hour’s course training
* Microsoft Project

**Education:**

**2017 - 2018 (Proposed) University of Lagos**

**M.sc Production and Operations Management**

**2010 – 2014 University of Lagos ,Lagos**

**BSc Business Administration ( Second Class Lower - 2.2)**

**2004 – 2010 Starfield College, Lagos**

**(A levels)**

**1998 – 2004 Starfield Kiddies College, Lagos, Nigeria.**

**(Primary School leaving certificate)**

**Training/Seminars and Awards:**

* A training workshop on improving your employability by Nasfat National Empowerment Committee - **(2013).**
* Event Management and Ribbon Decoration by Divine Income Vocational Training Centre - **(2014)**

**Relevant Skills:**

* **Communication**

**Management**

* **Research**
* **Organisational**
* **Teamwork**
* **Multi-tasking**
* **Administrative**

**Other skills:**

* Information technology (IT): Microsoft Project, MS Word, Excel, Powerpoint, Access

**Interest:**

**Surfing the Internet for career update**

**Learning new skills.**

**Cooking**

**Volunteering:**

2013- Organized a christmas Excursion trip for students of Shefield montessori school on a trip to Olumo Rock

**Referees**: To be provided on request.