

Ajaga, Abiola Yusuf

Address: 40, Moshalashi Street, Alaka-Western Avenue, Surulere, Lagos.

Date of Birth: 2nd November, 1993

State of Origin: Lagos State

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OBJECTIVE:

Contributing positively towards the organizational goals and objectives as well as impacting positively on my immediate and larger society with my communication, management and IT skills.

ACADEMIC QUALIFICATION:

UNIVERSITY

Obafemi Awolowo University, Ile-Ife

Bachelors of Science (Honours)

Public Administration

GRADE: (Second Class, CGPA 3.35) (2011- 2016).

SECONDARY SCHOOLS

Eccowas Cosmopolitan College. (2006-2009)

NOV/DEC WASSCE 2008 RESULTS

Mathematics B2

Economics B3

Government B2

Commerce B3

English C6

Financial Account C6

Iganmode Grammar School, Otta, Ogun State.

Junior School Certificate Examination (JSCE) (2003- 2006)

Certification/Achievement

- Diploma In Web Design (New Horizons) 2021
- Graduate Of The Nigerian Institute Of Management (Chartered)
- Proficiency Certificate In Management

Achievements

National Youth Service Corps Batch A 2017 (**CDS PRESIDENT**)

- I developed some community service projects that benefited the host community, tangibly.
- I learnt the importance of creating and maintaining relationships with fellow corps members and the community.
- I displayed leadership posture and decision-making skills to lead the group with confidence.
- Reported to the necessary inspectors on agendas and progress and presided at meetings.
- Developed, enforced and reevaluated CDS meeting, policies and procedures.
- I introduced ideas on analyzing budgets and financial reports regularly.

WORK EXPERIENCE

SKYE-NET TECHNOLOGY <Energy and Solar System Dealers>. (Present)

Position : Sales/Customer service.

Roles:

- * Provide customers with information about solar powered equipment.
- * Obtain orders and handle returns.
- * Provide logistics.
- * We proffer power solutions to both individuals and corporate bodies.
- * We sell power to individuals in such a way that we install our equipment in their homes and place them on postpaid/prepaid plans.

ADORA MARKETING SERVICES LIMITED (Dec 2018 - Jan 2020)

POSITION: Business Development Officer.

Roles:

- ☐ Regular liaison with supervisors, especially in the area of smoothening the logistics challenges of field operation nationwide.
- ☐ Analyze the current and past budgets, expenses, sales, revenues and product deficiencies. in order to provide recommendations for business growth and problem resolution.
- ☐ Develop creative strategies to retain the clients including interviewing them to take their feedback and incorporate it into the growth plan.
- ☐ Manage **customer calls** and appointments effectively for new opportunities.
- ☐ Participate in industry forums, client discussions, and conferences as a representative of the organization.
- ☐ Supervise the client relationship management database (Nationwide) and utilize it to manage customer contacts and mailing lists.
- ☐ Hire, train and guide the potential candidates on their responsibilities in order to improve productivity.
- ☐ Other Administrative functions.

AHYUTIAJ BUILDING ENTERPRISE (June 2018 - Dec 2018)

POSITION: Administrative Officer

KEY RESPONSIBILITIES

- Storing information including financial records, client records and research.
- Communication including **answering calls**, handling memos and emails, interpersonal communication.
- Meeting preparation and other outdoor activities.

National Youth Service Corps (May 23rd, 2017 - April 23rd, 2018)

Government Day Secondary School (GDSS). Lafiagi LGA, Kwara State.

POSITION: Administrator, Marketing and Commerce Teacher.

Roles:

- Provides Students support.
- Ever-present, visible and available to Students and staff requiring management assistance.
- Research for solutions to unfamiliar questions.
- Ensuring that school activities are effectively planned and executed when on duty.

PERSONAL SKILLS

1. Advanced knowledge of using Microsoft Word, Outlook, Excel, PowerPoint and Corel draw.
2. Knowledge of web development(Front End Programming)
3. Able to do detailed work with a high level of accuracy.
4. Data Management Skills.
5. Excellent interpersonal and communication skills.
6. Capable of hiring employees and reviewing performances.
7. Typing speed of 45 words per minute.
8. Able to take direction and work independently.
9. Looking to learn more and develop a skill set further.
10. Strong Problem Solving and Analytical Skills.
11. Team Work.
12. Ability to Multitask.
13. Integrity, Loyalty and Confidentiality.
14. *Advance diving skill with a valid drivers licence*

REFEREES:

1. Mr.Abiiodun Ajayi.
Dangote Cement Plc.
abiodunajayi77@yahoo.com.
08033448115, 08155573748.
2. Mr Olawoye Saheed Bolaji.
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Kindly find Picture below



Thanks for Your Consideration.