



No. 5, Teachers' Corporative Close, Old Onigbedu Rd., Itori – Ewekoro, Ogun State.



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[alomatee@yahoo.com](mailto:alomatee@yahoo.com)

**Marital Status: Single**

## **Career Objective:**

To thrive in the organisation by performing my duties as an individual or a team member with relentless dedication, creating values capable of fulfilling team and corporate objectives.

## **ACADEMIC QUALIFICATIONS**

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### **Higher National Diploma (Business Administration & Management)**

DS Adegbenro ICT Polytechnic, Itori, Ogun State.

**2019 – 2021**

### **National Diploma (Business Administration & Management)**

DS Adegbenro ICT Polytechnic, Itori, Ogun State.

**2016– 2018**

### **Senior Secondary School Certificate**

Lafiaji Senior High School, Hawley, Lagos State

**2009**

## **PROFESSIONAL SKILLS**

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IT Essential and Fundamentals (**CISCO**)

**2017**

Internet of Things (IOT) (**CISCO**)

**2021**

## **WORK EXPERIENCE**

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Baptist Secondary Grammar School Ago – Are, Atisbo, Oyo State.

**2021 – 2022**

**Tutor (NYSC)**

**Key functions:** I taught the students computer knowledge; also helped the management with administrative affairs.

Prestige Investments Limited, Ikorodu, Lagos State.

**2018 – 2019**

### **One Year Industrial Training**

**Key Functions:** Perform various administrative duties in the department and Ensure proper filing system for all departmental records

## **KEY SKILLS**

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Proficient Microsoft Office Skills; Analytical and Numerate; Business Development; Customer Relations; Excellent Communication skills; Management skills; e-Literate; Result-Driven; Social Skills; Teachable; Innovative; Time Management; Team Player and Team-BUILDER.

## **LEADERSHIP POSITIONS HELD**

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Assistant Unit Head, Ago – Are Unit

**2022**

**NYSC Atisbo**

Chairman, Students' Union Electoral Committee (SUECO)

**20/21 Session**

DS. Adegbenro ICT Polytechnic, Itori

Caretaker Chairman (President), Students' Union Government.

**20/21 Session**

DS. Adegbenro ICT Polytechnic, Itori

Academic Board Chairman, Distinct Progressive Club

**17/18 Session**

DS. Adegbenro ICT Polytechnic, Itori

## **HOBBIES**

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I like Reading; Impacting knowledge on myself and also on others; I love interacting with people; I am passionate about personal development and leadership at all levels.

## **REFEREES**

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**Available on Request**