

MUSTAPHA, ESTHER RAMOTA

TEL:09067807488 Email: estherramat@gmail.com

Address: 20 Mecry road, Oluwo Nla, Ibadan, Oyo State, Nigeria

D.O.B: 08/04/1996

PROFILE SUMMARY

Highly dedicated, disciplined and enthusiastic individual with bias for action and a dynamic ability to fit in any work environment. **Dedicated, loyal and dependable**; strives to exceed expectations with service that is second-to-none. Able to produce high quality work in a fast-paced, deadline-oriented environment. Committed to providing high quality support and superior management skills; **Listens attentively, solve problems creatively and use tact and diplomacy** to achieve win-win outcomes. Eager to learn and deliver acquired skills for the betterment of the organization. Currently seeking an exciting opportunity where a combination of entrepreneurial drive and ownership mindset is encouraged leveraging skills to contribute own quota to overall organizational growth.

AREAS OF INTEREST

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|------------------------|--------------------------|------------------|
| • Procurement service | Training and Development | Entrepreneurship |
| • Personnel Management | Youth Empowerment | Store Keeping |
| • Customer Service | Educational Development | |

SKILLS HIGHLIGHTS

- Self-starter, with refined ability to work with minimum or no supervision.
- Strong team collaboration skills. Work closely with team members to achieve goals.
- Solid, persuasive and genuine communication. Facilitation and relationship building skills.
- Excellent ability to establish and work to priorities while managing multiple work streams.
- Proven leadership abilities and very high attention to detail.
- Technologically sound; has an incredible understanding of modern technology and proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good customer service relationship

EDUCATION

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| • HND, Purchasing and Supply Management (Upper Credit)
Kwara State Polytechnic, Ilorin | 2016 – 2018 |
| • ND, Purchasing and supply Management (Upper Credit)
Kwara State Polytechnic, Ilorin | 2013 – 2015 |
| • Secondary School Leaving Certificate (NECO)
Oba Akinyele Memorial High School. | 2010 – 2013 |

CERTIFICATION

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| • National Youth Service Corp (Discharged certificate) | 2018 - 2019 |
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PROFESSIONAL WORK EXPERIENCE

EVBOESI MIXED SECONDARY SCHOOL, EVBOESI, EDO STATE.

Teacher/Instructor (NYSC)

2018 – 2019

- Adapted teaching methods and instructional materials to meet student's varying needs and interests.
- Prepared, administrated, and graded tests, assignments, and examinations to evaluate students' progress

- Established clear objectives for all lessons, units and projects, and communicated those objectives to students.
- Planned and conducted activities for a balanced program of instruction, demonstrations, and work time that provided students with opportunities to observe, question, and investigate .

W.D ECHELON LIMITED, WEMA BANK, IBADAN

2016 - 2017

(Secretary)

- Scheduled appointment, ordered office supplies, taking notes during meeting and getting drinks for guests.
- Coping documents for mailings or for internal distribution
- Received calls from clients, business partners, workers or community members and answer questions.
- Made calls on behalf of managers to communicate information to customers, to follow up on inquires.
- Typed, prepared and collated reports, filing, managed databases and prioritized workloads

UNIVERSITY OF IBADAN, IBADAN, OYO STATE.

Bursary Department-Computer Operator (INDUSTRIAL TRAINING)

2015 – 2016

- Work with the team to plan, schedule and perform computer operator's activities
- Ensured the consistent adherence of proper protocols and procedure's according to the standards of practice of bursary department.
- Assisted in daily accurate data collection and assessments of bursary department's activities.
- Maintained suitable and sufficient office stationery levels.
- Followed standardized company procedures relating to all aspects of Office performance

REFEREES:

Mr. Ogunjide Olufemi

Bursary Department

University of Ibadan

08023559732

Mr. Lawal Idowu

Bursary Department

University of Ibadan

08187896212