

OKE DEBORAH BUNMI

Plot 52, Zone 6, Dutse-Alhaji, Abuja FCT

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Email:deborahoke447@gmail.com

CAREER OBJECTIVE

Aspiring to work with team of professionals who have the same positive mindset in attaining the principal aim of the company and using my experience to contribute to the growth and expansion of the company.

EDUCATION AND QUALIFICATIONS

- 2015** Federal Polytechnic Offa, Kwara State
ND, Office Technology Management
- 2010** Brighter Future International Group of School, Ila-Orangun, Osun State
Senior Secondary Certificate Examination
- 2002** Living Truth Nursery and Primary School, Iludun, Oro, Kwara State
Primary School Leaving Certificate

QUALIFICATION OBTAINED WITH DATE

- National Diploma
- Secondary School Certificate Examination (SSCE)
- First School Learning Certificate

WORKED EXPERIENCE

- 2019 – August, 2020 *Secretary*
Brand-Up Media Concept
Abuja, FCT
- 2015 – 2018 *Receptionist*
Skyboss Guard Nigeria Limited
Kwara State
- 2012 – 2013 *Secretary*
Bisi Adebayo & Co (Law firm)
Kwara State
- 2010 – 2011 *Computer Operator*
Achievers Nigeria Enterprises
Kwara State

PERSONAL ATTRIBUTES

- Hard working
- Honest
- Adaptable to changes
- Ability to work with less supervision

SUMMARY OF SKILLS

- Proficient with Microsoft office packages
- Good communication skills
- Interpersonal skills

HOBBIES

Reading and Singing

PERSONAL INFORMATION

Sex: Female
Date of Birth: 9th April, 1992
State of Origin: Osun State
Language(s): English, Yoruba

REFEREES

- **Dr. Olafimihan E.**
Kwara State College of Education, Oro, Kwara State.
08034362039
- **Mr. Agboola E.O**
Managing Director, Achievers Nigeria Enterprises
08033565306