

CURRICULUM VITAE

AJAYI ATINUKE OPEYEMI

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OBJECTIVES: To provide the best human services to the organization, with a vision to creating value in the work environment through determination, diligence and commitment, while working assiduously as a team player in order to achieve organization's vision and mission statement.

EDUCATION /PROFESSIONAL CERTIFICATE

Federal Polytechnic, Ilaro- Ogun State 2017 – 2019
HND (BUSINESS ADMINISTRATION AND MANAGEMENT)

Federal Polytechnic, Ilaro- Ogun State 2013 – 2015
ND (BUSINESS ADMINISTRATION AND MANAGEMENT)

Methodist High School- Arigbajo, Ogun State 2005 – 2011
WEST AFRICA EXAMINATION CERTIFICATE EXAMINATION

National Youth Service Corps 2019 - 2020
NYSC CERTIFICATE

Nigerian Institute of Management (NIM) 2020
(Certificate in view)

Pan Africa Institute (HRM) 2020
(Certificate in view)

WORK EXPERIENCE

COMMUNITY SECONDARY SCHOOL - Omuma, Rivers State.

Business Study Teacher (NYSC- Primary Assignment) November 2019 – September 2020

- Developed lesson plan and lesson note that helped students understand the concept of a business with a whopping pass rate of over 70% after two terms.

- Taught business study from JSS1- JSS3, assisted in student assessments, mark and computed results.
- Involved in advanced function as an aid during emergency situations.

B.J BUSINESS ENTERPRISE- Ifo, Ogun State

Account Executive (Industrial training)

2015 – 2016

- Building rapport with customers and subsequently closing the deal
- Provide administrative support and feedback to the management on financial outcome
- Involved in advanced function as an aid during emergency situations.

SKILLS

- Strong work ethics
- Proficient in Microsoft suite
- Excellent communication skill
- Good Time management

REFERENCE

Available on Request.