**EMADIAGBOWA, EDIRIN FELICIA**

Residence: New haven community, Gwagwalada, Abuja

Phone no: 09062673644, 08139153822

Email: joshdskimma70@ymail.com

Marital status: Single

Date of Birth: 10th August , 1988

Sex: Female

Place of Birth: Owode, Ogun state

Nationality: Nigerian

State of Origin: Delta state

Local Government of Origin: Okpe

**WORK EXPERIENCE**

Itapa-Osin Community Comprehensive High school, Oye local Government Ekiti State: National Youth Service Corp (NYSC) 2015-2016

**Key responsibilities :** Teaching and counseling

Ministry of Cooperative and Community Development 2012- 2013 (Industrial Training) Secretary

**Key responsibilities :** Creating and maintaining filing system

\*Keeping diaries and arranging appointments

\*Scheduling and attending meetings, creating agenda and taking minutes

\*Dealing with telephone and email inquiries

Biotech Phone and Accessories (2007) Sales Manager

**Key responsibilities :** Sales and service of phone and accessories

\*Giving adequate attention to customers

\*Stock taking

\*And other duties assigned

**FURTHER PROFESSIONAL EXPERIENCE AND REFERENCE**

Itapa-Osin Community Comprehensive High School,Itapa-Ekiti,Oye Local Government, Ekiti State: National Youth Service Corp (NYSC) 2015-2016

Samtech Computer Technologies 2013

(Desktop publishing)

Ministry of Cooperative and Community Development 2012- 2013 (Industrial Training)

**EDUCATION**

B.Sc Hons in Cooperative and Business Management (CBM) 2014 - OLABISI ONABANJO UNIVERSITY -Ago-Iwoye, Ogun state

National Examination Council Secondary School Certificate 2007 - ADENRELE SENIOR HIGH SCHOOL, OGUN STATE

Primary School Leaving Certificate 2001 - St. JOHN ANGLICAN PRIMARY SCHOOL II, KUTO, Abeokuta, Ogun state

**LANGUAGES**

English, Urhobo, Yoruba

**EXTRA-CURRICULAR ACTIVITIES**

Playing football

Reading and Researching issues related to Cooperative and Business Management

**REFEREE**

Available upon request