



# ABIOLA OLUWATUNMISE ADEBIYI

14, Oko Oba, Agege, Lagos state.  
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## PROFESSIONAL SUMMARY

- ❖ To maintain high ethical standard through dedication to duties and hard work as well as become valuable asset to the organization by contributing immensely to its growth and development.
- ❖ To fashion out more creative ways of sustaining productivity profitable, competitiveness and long term survival.

## SKILLS AND COMPETENCIES

- ❖ Good listener, Learner and effective communication.
- ❖ Ability to work effectively for longer period of time with no supervision.
- ❖ Integrity, Transparency and Committed to my duties.
- ❖ Excellent communication Skills and superb ability to communicate in English and French (written and verbal).
- ❖ Proficiency in all area of Microsoft office, including Access, Excel, word, power point and Microsoft project.
- ❖ Ability to interact and work with idea-oriented people, heed advices and improve work procedures.

## EDUCATIONAL BACKGROUND

**2014 – 2017** ISCOM UNIVERSITY,  
BENIN REPUBLIC

Bsc. International relations and  
diplomacy (Second Class Upper)

**2013 – 2014** Cebelae (centre of  
foreign language )

University Of Calavi, Benin  
Republic (Advance Diploma In French)

**2010 – 2013** De-Excel Secondary  
School  
(Senior Secondary School  
Certificate)

**2007-2010** De-Excel Secondary School  
(Junior Secondary School Certificate)

**1998-2007** Compass Nursery and  
Primary School (First Leaving School  
Certificate)

## WORK EXPERIENCE

**2018 – 2019** Research and Budget  
Department (Nysc  
intern), Oyo state House  
of Assembly Service  
commission.

## Duties and Responsibilities

- ❖ Planning And Monitoring Of Budget.
- ❖ Ensure files are in order .
- ❖ Calculate and Estimate the cost of value in the budget.
- ❖ Keep record of files

**INTEREST:** Networking, Meeting people and  
Researching.

**HOBBIES:** Studying and Traveling.

## REFEREES:

**Mr. Adeleke Oke**  
Odua Investment  
Cocoa House Complex  
Ibadan, Oyo State.

Tel: [08022910738](tel:08022910738)

## Mr. Tunde Adedoyin

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