**OLAIYA ADESOLA MODUPE**

***Address*:** Odo-Baale,Bembo Area, Sango, Ibadan, Oyo State

***Tel:*** 08138388126, 08073621276

**OBJECTIVE**

To be a good manager, a leader that manages and leads people and other resources to achieve organizational goals and objectives

# PERSONAL DETAILS

Date of Birth 13th June, 1993

Sex: Female

Religion: Christian

State of Origin: Ekiti State

Home Town: Ado-Ekiti

Nationality: Nigerian

Language: English and Yoruba

Marital Status: Single

# EDUCATIONAL QUALIFICATIONS WITH DATES

# B.Sc in Business Administration

Oduduwa University Ipetumodu Ile-Ife Osun State 2015-2019

* **Senior Secondary Certificate Examination (SSCE)**

Oluyole Extension High School, Oluyole Industrial Area, off Ring Road, Ibadan 2006-2012**.**

* **First School Leaving Certificate**

C&S New Eden Oremeji Mokola Ibadan2000-2006

**EXPERIENCE**

* **National Youth Service Corps (NYSC)**  2020-2021

Koso Community Grammar School, Iseyin Oyo state:

**Duty**: Teaching.

* **Tyrate Global Koncept** March 2021 to Date

**Post**: Auditor/Public Relations Officer.

**Duty**:

* Performing general Administrative and audit duties.
* Preparing the company invoice and staff Monthly salary schedule
* Promoting the image of the company through advertisement and distribution of leaflets.
* Preparing and submitting of proposal to other organizations as an outsourcing firm.

# ABILITIES/SKILLS

* Good communication skill
* Proficient in MS word and Power Point
* Managing orders and discipline when plans are implemented

**HOBBIES**

* Meeting people
* Reading
* Travelling

# REFERENCES

#  BISHOP JAMES OLUSEGUN

Abanise Bus-stop, Bishop’s House, Campus Area Ilesha, Osun State.

08108471017

#  MR. DAVID OPEYEMI BELLO

5, Pa Razak Agoro Street, Ebute,

Ikorodu, Lagos.

07031810974