

TOPE AJAYI

Home: no 4 Agbani Road, Enugu, Enugu State

DOB : 27th July, 1995

Mobile : 08172687872
E-mail htope48@gmail.com

Career Objectives:

To be a relevant part of a vision through team work; fully utilizing any knowledge gained through the course of my working experiences and personal development. To be a positive influence on the growth and development of organizations and persons I come in contact with.

Education (Highest degree qualification to lowest)

2019	Kogi state University, Ayingba B.Ed. Education (Physics)	Kano State
2012	Gateway to Knowledge for Success School Senior Secondary School Certificate	Kano state
2005	Ecwa Aro Nursery and primary School First School Leaving Certificate	Kano State

Employment Record :(detailing all career progression during the period)

Date	Grade	Position	Organization
April 2021-Date	Part-time	Secretary to the V.P Acad I	Federal Government Girls' College Shagamu (FGGC)
2019 - 2020	Full Time	Sale Agent	Easy Buy
2017-2018	Part-time	Manager	IITC Jamb CBT center, Kano State
March 2013	Part-time	Manager	Chiroma Internet Cafe

Work Experience: sequential order

Year: 2021 – Date

Position – Secretary to the Vice Principal Academic I – NYSC Member

Organization – FEDERAL GOVERNMENT GIRLS COLLEGE SHAGAMU (FGGC)

Key responsibility:

- Ensuring meetings are effectively organised and minuted
- Maintaining effective records and administration.
- Communication and correspondence.

Year: 2019 – 2020

Position – Sales Agent

Organization – Easy Buy

Key responsibility:

- **Research potential leads from business directories, web searches, or digital resources**
- **Contact potential customers through phone calls and emails**
- **Determine customer needs and offer product or service solutions and support**
- **Deliver customized, targeted sales strategies**
- **Create and maintain a database of prospective clients**

Year: 2017 - 2018

Position – Manager

Organization – IITC Jamb CBT Center, Kano State

Key responsibility:

- **Assist customers when they have trouble or questions using computer softwares such as Microsoft Office, Adobe softwares and all softwares that are being used in the cyber cafe.**

- **Provide services such as encoding, printing, downloading and all other operations provided by the cafe.**
- **Managed customer inquiries and complains**
- **Maintain cleanliness and orderliness of the place.**

Year: March, 2014

Position – Manager

Organization – Chiroma Cyber Cafe

Key responsibility:

- **Keep accurate records of logs and inventories of the shop..**
- **Keep accurate records of logs and inventories of the shop.**
- **Must possess knowledge on popular online and LAN games because he or she will be assisting customers to use it**

Key Accomplishment in your last roles: sequential order

Year: 2021 – Date

Key Accomplishment:

- Interactive examination of staff in the assigned parastatals to ascertain their competence efficiency at their skill related placements.
- Cross examination of payrolls and personal files of staff.
- Efficient examination of business financial records of assigned government parastatals.
- Reconciliation of figures in receipts with office records.
- Recording and filing all data for future references.

Languages

Language name	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
English	Excellent		
Hausa	Excellent		
Yoruba	Excellent		

Skills

Skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Analytical		I	
Articulate, Confident communicator	I		
Attention to details	I		

Data Management			
Communication (Oral & Written)			
Computer appreciation			
Creative and initiative			
Customer orientation			
Data entry (word/spreadsheet/graphics)			
Excellent report writing			
Interpersonal skills			
Planning and Organizing			
Proactive			
Problem solving			
Reconciliation and Negotiator			

Interest and activities

Community development
Grooming and fitness
Health, Safety and environment concerns
Swimming and party organizing
Travelling
Creative task
Intellectual games

References

Name	Position	Address	Telephone
Mr. David Ibidun	Travelling Agency	No 24 Beirut Road, Kano State	07039646014
Mrs. Ikujini	Secretary (VP Acad I) Federal Government Girls College	Shagamu , Ogun State.	08034047527
Mr. Tajudeen	CEO Screw Manufacturer	No 12 Naibawa, Kano State	08039643703

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications and my experience.

Signature