BELLO RASHIDAT TEMITOPE

**NO 25, Olele Street Ejigbo, Lagos State,**

**Nigeria. (Available to relocate)**

08030749062, 08110764771**,** bellorasheedat62@gmail.com

**CAREER OBJECTIVE:**

*I am a versatile individual with knee interests that cuts across human resource management, office management, customer relations and office administration presently seeking for an opportunity to obtain a position that will enable me use my strong organizational skills, educational background and ability to work well with people. My objective is to achieve the best result irrespective of the internal and external environment.*

**PERSONAL PROFILE:**

* SEX : FEMALE
* MARRITAL STATUS : SINGLE
* LOCAL GOVERNMENT : YAGBA EAST
* STATE : KOGI STATE
* NATIONALITY : NIGERIAN
* LANGUAGE SPOKEN :ENGLISH, YORUBA AND HAUSA.
* NEXT OF KIN : KHADIJAT BELLO

 08132738433

**WORKING EXPERIENCE:**

* 2020-Till Date Frontline Pet Multiservices Limited

 Customer Service Representative: Pick customer call and take their request.

Resolve customers complaints via phone, email,

Assisting work-In- take customer’s requests,Selling products and services to the customers.

Discussing products offered and ensure customer’s satisfaction.

* 2019 – 2020 Al-Hikmah University Ilorin, Kwara State (NYSC).

Administrative Duty: Verification and Process of students, School Fee.

Compilation and Filling of Students’ Information on Microsoft Excel Sheet.

Supportive in issuance of Transcripts to students

* 2013– 2014 Rima Television, Sokoto State

Four (4) Months Industrial Training (IT)

**EDUCATIONS:**

 **YEAR QUALIFICATIONS sINSTITUTION**

* 2018 Bsc Sociology Usmanu Danfodiyo University, Sokoto
* 2014 ND Mass Communication Abdu Gusau Polytechnic,

 Talata Mafara, Zamfara State.

* 2011 SSCE (WAEC) Bravo International School, Sokoto NECO Nana Girls Secondary School

* 2006 FSLC God’s Grace Nursery and Primary School, Ondo State.

**CERTIFICATES:**

* Certificate of Training As-Saddiq Computer Training Institute

 Affiliated to Sokoto State Polytechnic.

* Certificate of Participation Peer Educator’s Training, NYSC

 Reproductive Health and HIV/AIDS Prevention Project

* Certificate of Merit Nigerian Sociology and Anthropology

 Student Association (NSASA).

* Certificate of Participation 6th National Conference, Faculty of Social Science, Usmanu Danfodiyo University Sokoto
* Merit Award Certificate Deputy Speaker, National Association of Kogi State Students Abdu Gusau Polytechnic, Talata Mafara Polytechnic, Zamafara State.

**RESEARCH PROJECT COMPLETED**

* The Impact of Foreign Films and Cultural Imperialism among Female Student (A case study of Abdu Gusau Polytechnic, Talata Mafara, Zamfara State)
* Nature of Traditional Crime Prevention Tools and Techniques ( A case study of Sokoto South Local Government, Sokoto State)

**HOBBIES:**

* Reading, Researching, Travelling & meeting new people.

**SKILLS**:

* Efficiency in Microsoft Office.
* Management of Information, Communication & Technology.
* Ability to work with little or no supervision.
* Ability to learn and adapt to changes.
* Result oriented.
* Ability to work efficiently under more pressure.
* Skillful in supportive supervision, monitoring and evaluation of projects.

**REFEREES:**

* **Dr. Yusuf Abdulazeez**

Lecturer of Sociology Department,

Usmanu Danfodiyo University,

Sokoto State.

Email: azeez4ever2002@gmail.com

08038061024

* **Mr. Bello Murainoh Olukoya**

Bank of Agriculture,

Okuta branch office,

Kwara State.

Email: belloolukoya1@gmail.com

08038230019