



kobomoje007@gmail.com



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2, Peace Neighborhood
Estate, Magboro Gas-line,
Lagos State.

SKILLS

Effective Communication	★ ★ ★ ★ ★
Complex Problem Solving	★ ★ ★ ★ ★
Teamwork	★ ★ ★ ★ ★
Time Management	★ ★ ★ ★ ★
Critical Thinking	★ ★ ★ ★ ★
Professionalism	★ ★ ★ ★ ★
Microsoft Office	★ ★ ★ ★ ★
Research	★ ★ ★ ★ ★
Graphics Design (Photoshop/Corel-Draw)	★ ★ ★ ★ ★
Quality Assurance	★ ★ ★ ★ ★
Data Analysis	★ ★ ★ ★ ★
Procurement	★ ★ ★ ★ ★

LANGUAGES

English

PERSONAL DATA

Date of Birth **14th November, 1994**
 State of Origin **Oyo State**
 Sex **Female**
 Marital Status **Single**

HOBBIES

- ✓ Researching
- ✓ Reading
- ✓ Writing
- ✓ Meeting People
- ✓ Travelling
- ✓ Networking

KOBOMOJE, OMOTOKE AKOREDE

I am a young enthusiastic graduate, very committed and result oriented individual, with high level of discipline, working towards actualizing the desired objectives of an organization and to advance their status, and to help to harness, make effective and efficient utilization of her resources in order to achieve her desired goals.

EXPERIENCE

TEACHING STAFF

Maxwell International School, Ado/Odo Ota, Ogun State. Dec. 2019 – Oct. 2020

Position: Teaching Staff (NYSC).

Responsibilities:

- ❖ Establish and enforce rules for behavior and procedures for maintaining order among students.
- ❖ Establish clear objectives for all lessons and projects and communicate those objectives to students.
- ❖ Prepare, administer, and grade tests, assignments, and exams to evaluate students' progress.
- ❖ Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- ❖ Observe and evaluate students' performance, behavior, social development and physical health.

ADMINISTRATIVE ASSISTANT

Leadway Assurance Company, Ibadan, Oyo State. Nov. 2015 – Jul. 2016

Position: Administrative Assistant.

Responsibilities:

- ❖ Answering phone calls, receiving and directing visitors, and verifying visitors' identification.
- ❖ Documentation of records and files and maintaining the image of the establishment.
- ❖ Maintain accurate and complete records and documents as required by laws, government policies, and administrative regulations.
- ❖ Coordinate activities and meetings with other departments, the public and outside agencies; coordinate and arrange special events as assigned.
- ❖ Managing and distributing memos and information within the establishment.
- ❖ Sending daily, weekly, and monthly report to the appropriate channels.

CERTIFICATIONS

Certificate of National Service – NYSC, Nigeria.

2020

PROJECT / RESEARCH

Effect of Fraudulent Claims in Insurance Companies.

2018



REFEREES

"Available Upon Request"

EDUCATION

INSURANCE (H.N.D). The Oke Ogun Polytechnic, Saki, Oyo State	2018
INSURANCE (N.D). The Polytechnic, Ibadan, Oyo State	2015
SSCE/WAEC St. Anne's Secondary School, Molete, Ibadan, Oyo State	2011
FIRST SCHOOL LEAVING CERTIFICATE Islamic Mission Primary School, Ode Aje, Ibadan, Oyo State	2005

LEADERSHIP EXPERIENCE

❖ Financial Secretary , HIV and AIDS CDS Group, Ado/Odo Ota L.G.A. NYSC Ogun State.	2020
❖ Secretary , Insurance Students Association, The Oke Ogun Polytechnic, Saki Chapter.	2017/2018