

JEGEDE, OLUWASEUN ADEDEJI

23, Yewa Road, Imokun, Epe, Lagos State.
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Objective

A young, hardworking, resourceful and ambitious graduate with extensive understanding of Business Administration and Management principles and practices. Currently seeking an opportunity to work in an environment which encourages success and professional growth plus enablement to utilize strong Organisational knowledge, skills and competencies effectively and efficiently.

Skills

- Microsoft Office Packages, Organisational Discipline, Interpersonal skills, Team building, Book Keeping, Communication, Leadership, Data Entry, Conflict Management, Time Management, Teamwork, Problem-solving, Motivation, Adaptability, Critical thinking, Active Listening, Creativity, Work Ethic, Flexibility and Persuasion.

Experience

- **Securities and Exchange Commission (SEC)** 2019 - 2020
Operations Office Assistant (NYSC)
Registration of Capital Market Operators (CMOs)
Transfer of Sponsored Individuals
Resignation of Sponsored Individuals
Maintaining database of Capital Market Operators (CMOs)

Education

- **Chartered Institute of Human Resources Management (CIHRM)** 2020
Postgraduate Diploma in Human Resources Management
- **Olabisi Onabanjo University, Ago-Iwoye, Ogun State, Nigeria.** 2018
Bachelor of Science Degree in Business Administration
Second Class, Upper Division
- **Government College, Ketu-Epe, Lagos State.** 2013
West Africa Senior School Certificate Examination (WASSCE)

Professional Certification

- Certified Human Resources Professional (CIHRP)
- Microsoft Office Specialist Training Certificate
- Jobberman Soft Skills Training Certificate

Membership

- Associate of the Chartered Institute of Human Resources Management (ACIHRM)

Reference

- **OGUNNIYI, Joseph O.** - "Michael Otedola College of Primary Education, Noforija, Epe, Lagos State."
Deputy Provost
08033801315
- **Prof. OLADIMEJI, Moruf S.** - "Olabisi Onabajo University, Ago-iwoye, Ogun State, Nigeria."
DEAN Student Affairs
08023567721