**YEMI GRACE OLUKOTUN**

Trikania Police Station, Kaduna. yemiolukotun4@gmail.com

09138447747

**PERSONAL DATA:**

Date of Birth: 15th April, 1994

Gender: Female

State of Origin: Kogi

Local Govt. Area: Yagba West

Nationality: Nigerian

Marital Status: Married

Religion: Christianity

Language Spoken: English, Hausa and Yoruba

**OBJECTIVES:**

To transform the best of my knowledge and ability which I have acquired and will continue to acquire as a great team player – into the achievement of the tasks given to me, for the sole purpose of contributing to the growth and heightened success of the organization.

**FUNCTIONAL SUMMARY:**

I am a graduate with the zeal to achieve my goals with determination, hard work and a positive attitude towards work. I have tried to develop the following skills both from school and the little experienced garnered and I hope to continuously improve these skills:

* Ability to think clearly and work under pressure effectively.
* Ability to work effectively within a team.
* Ability to learn quickly on the job.
* Ability to work under little or no supervision.
* Respectful and good interpersonal skills.
* Self-motivated and target oriented.

**EDUCATIONAL INSTITUTIONS ATTENDED AND CERTIFICATES OBTAINED**:

* Kogi State Polytechnic, 2014 – 2016

***Higher National Diploma (HND) in Business Admin. & Mgt.***

* Kogi State Polytechnic, 2008 – 2010

***National Diploma (ND) in Business Admin. & Mgt.***

* Gaskiya Skills International School, Kaduna, 2002 – 2008

***West African Secondary School Certificate (WASSCE)***

* Hope Nursery & Primary School, Television, Kaduna 1993 – 2002

***First School Leaving Certificate***

**WORK EXPERIENCE:**

* JamQueen Company Ltd. (Sales Rep.) 2013
* Benchmark Feed Ltd. (Sales Rep.) 2012
* Cytak Global Academy (Teaching) 2019
* NYSC – Ekiti State (Teaching) 2018 - 2019

**EXTRA-CURRICULAR ACTIVITIES:**

Singing and Dancing

**PERSONAL QUALITIES:**

* Reliable
* Diligence
* Resourceful
* Ready to learn

**REFEREES:**

1. **Tunde Isaac**

PHCN

Kaduna State.

Tel: 08035008556

1. **Mr. Austin A.**

JamQueen Company Ltd.

Kakau, Kaduna

Tel: 08036986901