**FATOKI TAWA BUKOLA**

**Add: 10, Era Road Ilogbo Elegba Ojo Lagos.**

**Email:** **bukolafatoki.ta@gmail.com** **Tel: 08151258803**

**PERSONAL SUMMARY**

A graduate of Yaba College of technology with excellence written and verbal communication. A highly motivated individual with a great potential to build a successful career in marketing; where analyzing latest marketing trends and tracking competitors activities. I am an individual with the ability to work under any given situation with combination of zeal, commitment and interpersonal skills.

**PROFESSIONAL EXPERIENCE**

**Staunch Global Communication 2018 – 2019**

**Post: Marketing Executive**

* Handing of administrative tasks
* Dealing with customers feedback and complains
* Overseeing and developing marketing campaigns
* Devising and presenting ideas and strategies
* Promotional activities.

**Nigeria breweries Plc 2014 – 2015**

**Post: Secretary**

* Answering calls, taking messages and handling correspondence
* Typing, preparing and collating reports
* Maintaining effective records.
* Ensuring meetings are organized and minuted
* Maintaining diaries and arranging appointment

**Darjok Communications 2015 - 2016**

**Post: Sales representative**

* Welcoming and greeting customers
* Performing clerical activities
* Keeping records of customer transactions
* Dealing with customer feedback and complains

**KEYS SKILLS**

* To work with existing staff and facilities contributing the best of my ability so as to improve organizational objectives and goals.
* Excellent listening, communication and interpersonal skills
* Extensive knowledge with Microsoft word, excel and power point
* Willingness and curiosity to learn about new things
* Good research skill.

**ACADEMIC QUALIFICATIONS**

**National Youth Service Corps 2018 – 2019**

NYSC Discharge Certificate

**Yaba Collage of Technology 2016 – 2018**

Higher National Diploma (Marketing)

**Federal Polytechnic Ilaro 2012 – 2014**

National Diploma (Marketing)

**Jelly-las College Agege 2007 – 2010**

Senior Secondary School certificate

**Goldbeam Nur /Pry School Ota 1999 – 2013**

**REFERENCES**

**Mr. Olakunle Ismail Mr. Aralamo Sherif**

An Engineer 09036313377

08064977546