

# **DORCAS ABIOLA FALOHUN**

Gbolahan Awe Close, Magodo Shangisha, Lagos State.

Tel: +2347055437715, +2348134081110 E-mail: [dorcasmalohun@gmail.com](mailto:dorcasmalohun@gmail.com)

## **CAREER OBJECTIVE**

I am person with a versatile skill set, which includes interpersonal relationship, strong work ethic, and exceptional communication skill. I intend to obtain a strategic and challenging role in a merit driven and result-oriented institutions that would utilize my skills and provide for professional growth.

## **EDUCATION**

**Adekunle Ajasin University, Akungba Akoko, Ondo State** 2018  
B.Sc (Ed) Geography Education (Second Class Upper Division 2:1)

**Faith Schools and College, Saki, Oyo State, Nigeria** 2012  
National Examinational Council (NECO)

## **WORK EXPERIENCE**

**Institute of Management and Technology, Enugu, Nigeria** Sept 2018-June 2019  
**Position:** Administrative Assistant (NYSC), Personnel Department

- Monitored and took record of staffs punctuality
- Data entry of administrative document such as promotional letters, leave of absent form and meeting reports
- Compiled and collated staffs files
- Assisted in posting of corps members to different department of the Institution

**Agbogbo Grammar School, Ikare Akoko, Ondo State, Nigeria**  
**Position:** Class Instructor for Geography (Teaching Practice) Jan 2016-Mar 2016

- Prepared lesson note for effective learning
- Conducted class assessment and compiled results of over 50 students.
- Organized and managed classroom environment.

## **Voluntary Experience**

**National Youth Service Corps** 2018  
**Position:** Sanitation Police

## **SKILLS**

Proficient in the use of Microsoft Office Applications such as Word, Excel and Power point Teaching

Leadership skills  
Team Player  
Communication Skill (Oral and Written)  
Listening skills  
Adaptability and always ready to learn  
Critical thinking and Problem solving skill

**PROFESSIONAL CERTIFICATION**

- Health, Safety and Environment (HSE 1,2 & 3) 2019  
British International Safety Organization (BISO)

**LEADERSHIP POSITION HELD**

- General Secretary (NYSC) 2019  
Sustainable Development Goals (SDGs) CDS Group

**REFEREES**

Available upon request.