##  **MICHEAL BOSEDE (HND).**

**Address: Road 3,Lodi 1 street, Tipper Garage, Odo Ona Elewe, Orita Challenge, Ibadan**

**Tel: +2349069192731, 08147305074**

**Email: michealbosede1404@gmail.com**

## **PROFESSIONAL SUMMARY**

Dutiful and highly competent, good team player with ability to work under pressure, hardworking and goal oriented, intelligent and multi-talented, good interpersonal and communication skills and remarkable leadership qualities and self-motivated.

## **PERSONAL DATA**

**Sex:** Female

**Marital Status:** Single

**Date of Birth:** 14th Apr. 1990

**Local Government Area:** Kabba/Bunu

**State of Origin**: Kogi

**Nationality:** Nigerian

## **EDUCATION**

2020 National Youth Service Corps Certificate Gombe Local Government Secretariat, Gombe, Gombe State.

2017- 2019 Higher National Diploma (HND) in Insurance.

Federal Polytechnic, Offa, Kwara State

2012- 2015 National Diploma (ND) in Insurance.

Federal Polytechnic, Offa, Kwara State.

2002- 2008 Senior Secondary School Certificate (SSCE)

 St. Monica’s Girls College, Kabba, Kogi State.

1996- 2002 First School Leaving Certificate

 Ann-beth Nursery & Primary School, Kabba, Kogi State.

## **PROFESSIONAL CERTIFICATE/CERTIFICATION**

2009 Computer Diploma Certificate

 Unique Computer Technology, Kabba, Kogi State.

2020 World of Faith Bible institute

 Gombe learning center. Gombe state.

## **EXPERIENCE**

**2021 - Account officer**

 **A.F RAF PROGRESSIVE VENTURE LTD. Kabba, kogi state.**

 **Job description:**

 **- Cash management (cement)**

 **- Book keeping and accounting**

 **- Account reconciliation**

 **- Marketing/collection**

 **- Customer care management**

 **- Miscellaneous**

**2019 - 2020** **Admin Officer** (**National Youth Service Corp)**

 **Gombe Local Government Secretariat, Gombe, Gombe State.**

 **Job description:**

* Reporting to management and performing secretarial duties.
* Processing, typing, editing, and formatting reports and documents.
* Filing documents, as well as entering data and maintaining databases.
* Liaising with internal departments and communicating with the public.
* Arranging and scheduling appointments, meetings, and events.
* Monitoring office supplies and ordering replacements.
* Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.
* Preparing facilities and arranging refreshments for events, if required.

## **2016-2018** **Sales Manager**

##  **Corporate Telecom, Offa, Kwara State.**

 **Job description:**

* Managing organizational sales by developing a business plan that covers sales, revenue and expense controls.
* Setting individual sales targets with the sales team.
* Tracking sales goals and reporting results as necessary.
* Overseeing the activities and performance of the sales team.
* Promoting the organization and products.

## **KEY SKILLS & ACHIEVEMENTS**

. Analytic and detail orientated with excellent troubleshooting and fault-finding skills

. Team working and support skills with leadership and supervisory skills

. Fully developed interpersonal and communication skills

. Proficient in the use of Microsoft Office Word, Power Point and Excel.

. Experienced with Windows Operating systems

## **ADDITIONAL INFORMATION**

**Hobbies:** Reading, Interacting with people, traveling and acting.

**REFERENCES**

**Evang. Bamidele Aye-Ariwi**

34, Oko-erin, Ilorin, Kwara State.

Tel: 08038364495

**Mallam Dahiru Usman Abubakar**

**Administration officer/ Human Resources Services**

Gombe Local Government Secretariat, Gombe, Gombe State.Tel: 08036909525.