

OYEYEMI ABDULROOEEB

CONTACT ADDRESS: ALAGURE'S COMPOUND OFFA, KWARA STATE

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CAREER OBJECTIVE:

I am highly motivated professional with a proven track record of delivering accurate report and high quality services, posses a comprehensive understanding of the aspect and concepts of business administration and human resources and also proficient in supply quick response in financial enquires from internal management and potential client. I am familiar with Microsoft office and excel and have developed a suit of efficiency tools to keep an office organized on task, I can contribute effectively with my experience and be a valuable employee and looking further t develop my skills in a practical and fast paced environment and improve organization objective and achieve managerial target and goals.

CORE SKILLS AND PROFICIENCIES:

- Planning and Organizing
- Human Resources Management
- Management Consulting
- Time Management
- Data entry management
- Great communication skills
- International Relation
- Processed staff payroll

EXPERIENCES:

- Avalon Hotel August 2016- February 2017
House Keeping Department
- Alake Table Water February 2017- August 2017
Marketing Manger
- Ukpor High School, Ukpor (NYSC)November 2019- October 2020
Teaching

EDUCATION:

- Higher National Diploma (HND)
The Federal Polytechnic Offa, Kwara State2019

- National Diploma (ND)
The Federal Polytechnic Offa, Kwara State 2016
- Senior Secondary Certificate Examination (SSCE)
Folorunsho Memorial College, Oyan Osun State 2012

REFEREES: Available on Request