**ELIZABETH ODUNAYO OBAFEMI**

No 31,KUJAMA STRRET NARAYI KADUNA STATE.

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**CAREER OBJECTIVE:**

Applying the right knowledge to solving critical organizational challenges by carrying out research, through inter-personal, organization’s process assets and other advance research tools.

**PROFILE:**

An eloquent and extrovert person with diplomatic communicative strength, innovative and intelligent with high assimilating quality brain. Selfless and so dedicated in rendering service or doing her job.

**PERSONAL STATEMENT:**

For smooth running of any organization, the need for proper management, recording of transactions and effective communications is of paramount important. Having spent the past few years in management, compelling, tracking of financial transactions, records and filing of reports, and with my IT skills. These skills are excellent and will use them to bring efficiency and improvement to your organization.

**PERSONAL INFORMATION:**

Date of Birth: 14th January, 1994

Place of Birth: Kaduna State

Sex: Female

Marital Status: Single

State of Origin: Osun

Local Govt. Area Ilesa West

Nationality**:** Nigerian

Languages English, Yoruba & Hausa

**INSTITUTIONS ATTENDED WITH DATE:**

1998-2002 Holy Trinity Primary School 'A' Moroko Ilesa

2002-2008 Betty Queen International School Kaduna State

2010-2012 Kogi State Polytechnic, Lokojakogi State National Diploma.

2013-2015 Kogi State polytechnic,lokoja kogi state Higher National Diploma

**QUALIFICATION(S) OBTAINED WITH DATE**

2017 National Youth Service Corps

2015 HND. Accounting

2012 ND. Accounting

2008 Senior Secondary Certificate Examination (WAEC)

2004 Junior Secondary School Certificate

2002 First School Leaving Certificate (FSLC)

**WORK EXPERIENCE(S):**

**Organizations, Position &Responsibilities:**

**2013-2014** **First City Monument Bank, Lokoja, Kogi SState**

**Position & Responsibilities:**

**Marketer:** Introduce the organization' services to both existing and potential customers. Documenting of new entries and filing reports. Guide customers and provide relevant information for better service. As an internal agent between the organization and correspondences.

**TRAINING & CERTIFICATION**

2017 Data Processing and Information Technology, Federal University, CSIL Ado-Ekiti, Ekiti State.

**SKILLS AND POTENTIALITIES:**

* Strong IT skills in data processing (MS. Excel, MS. Access, Word, etc.).
* Assertiveness, self-drive, honesty and loyalty to organization’s tasks assigned.
* Ability to work with little or no supervision. Good interpersonal skills.
* Quick assimilation sense.

**EXTRA CURRICULAR ACTIVITIES:**

Surfing the web and watching sport.

**AREA OF INTEREST:**

Reading, sport and chatting.

**REFEREES:**

* D. S.C Kolawole Olaoye (N.S.C.D.C)

Kaduna State Command, Kaduna State

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* Pastor Abayomi R. Meseko

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* A.S.C. Akolade Segun (N.S.C.D.C)

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