

ADEOYE SESAN FRIDAY

CONTACT

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SKILLS

- * Interpersonal Skills
- * Teamwork and collaboration
- * Creativity
- * Attention to detail
- * Critical thinking and problem solving
- * Professionalism and strong work ethics

INTERESTS

- Listening to news
- Traveling
- Reading

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Creative and fast thinking to proffer solution to problems, result oriented and readiness to work along with team mates by putting in my best quota to any given task and ability to yield to corrections toward the expansion and growth of the organization in achieving their aims and objectives respectively.

EDUCATION

Kogi State Polytechnic, Lokoja

2015

PUBLIC ADMINISTRATION

H.N.D (upper credit)

Kogi State Polytechnic, Lokoja

2012

PUBLIC ADMINISTRATION

NATIONAL DIPLOMA

Omuo Comprehensive high School, Omuo Ekiti

2008

SENIOR SCHOOL CERTIFICATE

Yahaya Gusau Nur/Prymary School, Sokoto

2003

FIRST SCHOOL LEAVING CERTIFICATE

WORK EXPERIENCE

FAVICO GLASS ENTERPRISE, KANO

Dec.2020 - Present

POSITION: Accounting officer

JOB FUNCTIONS

- * Receive and forward all types of goods and deliveries in and out of the store to the correct point of storage area.
- * Follow all standards for issuing and receiving stock within the store's area of operation.
- * Monitor and take inventory on regular basis to compile orders based on par levels or needs.

GOVERNMENT SEC. SCHOOL, KAURA, ZAMFARA STATE (N. Y. S. C)

Nov. 2016 - Nov. 2019

POSITION: Classroom Teacher

JOB FUNCTIONS

- * Administer all student conduct and discipline and ensure enforcement of same and provide all required information as per student requirement.
- * Ensure compliance to all school systems and all board of education policies and participate in all assign classes as per schedule.
- * Analyze all student requirements and recommend improvements in study habits and perform assessment on all student tests in both formal and informal environment.

OLUDARE COMPUTER TRAINING INSTITUTE, KABBA KOGI STATE

May 2012 - Dec. 2013

POSITION: IT Co-Ordinator

JOB FUNCTIONS

- * Train and instruct students, learners and end-users in computer operations.
- * Design and develop computer instructional material useful for end-users and learners.
- * Design, implement and administer training schedules.
- * Brief and instruct end-users on new technologies, software programs and applications.

REFERENCE

Available on Request