

KUJORE OLUBUNMI AGNES *B. A Ed.*

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CAREER OBJECTIVE

To professionally contribute to the human resources sector especially the human and customer relationship management team of the organization vis-à-vis world class skills, knowledge and work experience to achieve vibrant employee growth and success as well as achieving organizational vision and mission.

Business Management: A self-driven professional. Can multitask a wide range of responsibilities to meet tight deadlines. I possess talent for building positive relationships with colleagues that result in trust and better team-work that lead to positive results.

Communication: Highly articulate and an effective communicator. Possess strong interpersonal skills and work effectively with individuals at all levels. Clearly articulate ideas both orally and in writing.

Strength: Adaptability. Determination. Every experience, an opportunity to learn something new. Self-Improvement. Professionalism.

AREA OF EXPERTISE

- Relationship Building
- Human Resources;
- Customer Services;
- Communication skills;
- Office Management;
- Administrative Support;
- Analytical and Interpersonal Skills
- Team Collaboration.

WORK EXPERIENCE

May 2017 - April 2018

Federal Government College, Warri. (NYSC)

Delta - State.

Teacher

- Tutor of Christian religion education.
- Engage in fundamental aspect of teaching, which includes curricula design and classroom instruction.
- Present lessons, set, conduct, mark and evaluate student's performance during tests and examinations.

November 2010 - January 2011

Federal College of Education (Tech.) Akoka Consult.

Akoka, Lagos.

Secretary/Administrative Assistant

- Served as secretary to the director.
- Receptionist/Front Desk Officer.
- Typing of official documents.
- Filing, maintaining and updating of students records and retrieval upon request.
- Filing, maintaining and updating of departmental records.
- Mailing and correspondence of files and messages to departmental offices.

Teaching Practice

- ❑ Teaching of assigned subject; commerce.
- ❑ Redefined the roles of students to ensure optimal performance.
- ❑ Involved the students in an organized team work project.

BIODATA

- ❑ Born on 16/09/1993
- ❑ Indigene of Ijebu-East Local Government, Ogun State, Nigeria;
- ❑ Female and Single;
- ❑ A Christian.

EDUCATION

- ❑ **May 2018** **Post Graduate Diploma in Customer Relationship Management**
- ❑ **April 2018** **Diploma in Customer Service and Marketing**
- ❑ **2013 - 2016** **University Of Lagos, Akoka**
B.A Ed, Christian Religious Studies Education (Hons)
- ❑ **2009 - 2012** **Federal College of Education (Tech) Akoka, Lagos.**
NCE Accounting Education
- ❑ **2009** **Skylight Comprehensive College, Lagos.**
Senior Secondary School Certificate (WASSCE).

PROFESSIONAL CERTIFICATION

- ❑ Associate member, Chartered Institute of Customer Relationship Management
- ❑ Certified Customer Service Professional

REFEREES

Available on Request.