

Bello Omotayo Esther B. Tech.

No 18, Olowu Street,

belloomotayo2019@gmail.com

Ikeja, Lagos State,



+2349033200566

Female/Nigerian/Single

<https://www.linkedin.com/in/bello-omotayo-b7b19a1a5>

CAREER OBJECTIVE

To work in a dynamic and esteemed organization where my experience with acquisition skill and man abilities can be highly productively utilized in order to achieve organization common goals and provide adequate and top-quality professional service with quantitative products in a challenging and merit driven work environment with opportunity for career development.

CORE COMPETENCE

- ✓ Adept with Technology & Microsoft Office Suite
- ✓ Strategic Outlook & Detail- Oriented Skills
- ✓ Time Management, Resourcefulness
- ✓ Excellent Analytical & Decision-making skills
- ✓ Attention to details & Trustworthiness
- ✓ Verbal & Written Communication.

INTEREST

Music, reading, travelling, meeting new people, management.

PERSONAL STRENGTH

Multitasking, commitment, optimistic, hardworking, teamwork

EDUCATION

Ladoke Akintola University of Technology, Ogbomosho, Oyo State	2018
B. Tech in Agricultural Economics	
St, Anthony's Int'l College, Ijaiye Ojokoro, Lagos State.	2008
(West Africa Examination Council) WAEC	
Omoyemi Nur/Pry School.	2002
First Leaving School Certificate	

PROFESSIONAL EXPERIENCE

**Birabi memorial grammar school, Rivers state
2019**

April 2019 – March

Position: Admin/Secretary.

Responsibilities:

Coordinated Policies development, Operations and proper filing of records & ensured supplies & ensured expenses are within the management budgeted allocation. Managed administrative activities such as Procurement, Vendor & Academic materials and associated Intern. Wrote and distributed school bulletins.

Specific Accomplishment:

✓ Overhauled & Implemented Sustainable mode of records documentation and obsolete extra funds whom had been costing the school 10% of their revenue, thereby increases the overall monthly income by 35%.

Royalties and report limited, Lagos state

Aug 2018 – Feb 2019

Position: Secretary

Responsibilities:

Managed the daily/weekly/monthly agenda and arrange new meetings and appointments and drafted official letters. Answered incoming calls, redirected them to the necessary channels, Compiled reports accurately and efficiently. Managed day to day agenda and arranged new meetings and appointment as directed. Weekly reviewed of all activities and information that occurred during the week for actualization for recovery and finishing of uncompleted task.

LAUTECH Research & Teaching Farm, Ogbomoso

April 2016 – March 2017

Job description (Industrial Trainee)

Merchants Industrial Company, Ota, Ogun state

June 2013 – Feb 2014

Position: Store Keeper

Responsibilities:

Receiving, unloading, & shelve supplies of goods and general stocking of Production & Raw materials. Generating Receipts, Records, and withdrawals of the stocked pharmaceutical products. Ensuring adequate record keeping & managing all documentation to confirm proper stock levels and maintaining inventory control.

Triumphant Model School, Lagos state

Feb 2012 – Jan 2013

Job description (Teaching)