

ADESANYA, ABIOLA M.

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PERSONAL STATEMENT

Abiola possesses excellent administrative, human relationship and communication skills developed from sales representative and teaching roles. Enjoys being part of a team and thrives in high pressure, challenging working environments. With a good sense of humor, I can effectively respond to client's dissatisfaction and maintain good relationship with the organization's clients. I am seeking to launch my career in any administrative/customer related role.

CAREER OBJECTIVE

To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talents.

BIO-DATA-

Date of Birth: 9th May, 1991

Gender: Female

State of Origin: Ogun State

WORK EXPERIENCE

National Youth Service Corps (NYSC)

Ibadan Grammar School, Molete, Ibadan.

Subject Teacher

Aug. 2018 – July 2019

- Created and implemented lessons that engaged and encouraged academic growth among a wide variety of students.
- Collaborated closely with teachers and parents to increase the academic and moral base of all students.
- Helped students master topics being taught and provided supervision and behaviour management in a large class setting.

Temitope Building and Furniture Materials

Sales Representative

Oct., 2009 – Aug. 2012

- Built and maintained good relationship with customers.
- Took part in managing vendors and responded to client's dissatisfaction.
- Consistently met company's sales targets.

SKILLS SUMMARY

- Excellent organizational skills necessary to keep customers, account and sales records.
 - Profound communication skills that enable me to convince customers and when necessary, express concerns in a calm, and professional manner.
 - Computer proficiency, including familiarity with Microsoft Office.
 - Attention to details and excellent team player.
 - Ability to discharge duties diligently with little or no supervision.
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EDUCATION

□ **Ekiti State University, Ado-Ekiti, Nigeria**

B. Sc. Business Administration

Oct., 2017

□ **Command Day Secondary School, Lagos**

WASSCE (June, 2009)

CERTIFICATION

– **Human resource management(march 2019}**

certificate number-0004831

Society of human resource management{SHRM)

HOBBIES & INTERESTS

Reading, meeting people for the purpose of networking, travelling.

REFERENCES

Available on request