

ADEJO ALIMAT ELEOJO

5, Iisa Street Odogunyan Ikorodu, Lagos., ,
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CAREER OBJECTIVE

To be in an organization that will provide a platform for both professional and individual growth and a challenging work environment that would help foster my personal and acquired skills for the benefit of the organization and clientele

PERSONAL PROFILE

- Date of Birth : 28th July, 1995
- Marital Status : Single
- Nationality : Nigerian
- Known Languages : English, Yoruba And Igala
- Hobby : Listening to educative documentaries, reading books, traveling and sewing.
- State of Origin : Kogi State

EDUCATION

- **Federal polytechnic Bauchi, Bauchi state.**
Higher National Diploma public administration
Distinction
2016–2018
- **Federal Polytechnic Idah, Kogi State.**
National Diploma Public Administration
Upper credit
2013-2015
- **Ikorodu Senior Secondary School, Lagos.**
Senior Secondary School Certificate
(WASSCE)
2010–2012
- **Divine Help International Schol, Ikorodu Lagos.**
First Leaving School Certificate
FLSC
2000-2006

EXPERIENCE

- **Federal Polytechnic Ilaro.** 2019 - 2020
Administrative Assistant (NYSC)
 - Photocopied and Printed Out office documents.
 - Organized and scheduled meetings and appointments.
 - Assisted in the preparation of regularly scheduled reports.
 - Carried out administrative duties such as typing, scanning etc.
 - Received, sorted and distributed emails.
- **Ministry of Environment Ikeja, Lagos** 2015 - 2016
One year Industrial Training (Admin)
 - Sorting and keeping documents
 - Provided administrative support to the organization.
 - sent and received correspondence.
 - Responsible for day to day task management.
- **St Bridget Memorial School, Ikorodu, Lagos** 2012 - 2013

Teacher

- Plan their lessons carefully to address the diverse needs within the classroom.
- Developing relationships with students.
- Engaging students in learning.

LEADERSHIP EXPERIENCE

- National youth service corps–Servicom CDs president, (2019/2020).

TECHNICAL SKILLS

- Proficient use of Microsoft office suite.
- Basic (PC) Computer Knowledge
- Great Analytical and Listening skills.
- Team Player skills
- Effective Discipline Skills
- Well-developed Interpersonal skills
- Excellent Communication skills
- Organizational skills

PROFESSIONAL COURSES

- **Institute of Management Leadership and Productivity Development, (IMLPD Nigeria)** 2020
Graduate leadership and management professional(GLMP) ;
 - Leadership beyond the norm.
 - Enterprise development.
 - Business integrity and organizational culture.
 - Business communication.
 - Manpower and talent management.
 - Marketing strategy
 - Health, safety and workplace environment

CERTIFICATE

- National Youth Services Corps Discharge Certificate – 2020

REFEREES

ABIALA, Olusola Alani - "Federal Polytechnic, Ilaro. "

Deputy Registrar, (Public Relations)

Odetunde Bashiru Jimoh - "Federal polytechnic ilaro."

Deputy Registrar, (Central Admin)

07030099111

Tonode Babajide - "Alausa- Ikeja, Lagos."

Permanent Secretariat

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