**ASUELIMEN SUCCESS, OSEMUDIAMEN**

Oke Oloro,Omi Adio, Amuludun, Ibadan, Oyo state.

**Phone:+2349039116015,+2348156754273,+2349079471825**

**Email: success4enlargement@yahoo.com**

**PERSONAL OBJECTIVES**

**A graduate of Public Administration aand Business Administration with experience in capacity development and interest in accounting and human resource management seeking to work in a dynamic work environment where I can add value and contribute to achieve the organization’s objectives.**

**PERSONAL DATA**

**Date of Birth: 29th March, 1992**

**Sex: Female**

**Marital Status: Single**

**State of origin: Edo State**

**LGA: Esan Central**

**Nationality: Nigerian**

**SKILLS PROFILE**

**Computer Skills**

* **Ability to use Microsoft Office Packages proficiently (MSWord, Excel, PowerPoint)**
* **Confident in the application of the internet for research purposes and a proficient user of e-mail.**

**Organisation Skills**

* **Learnt to prioritize workload to meet deadline.**
* **Planned, controlled and managed both financial and human welfare.**

**Communication**

* **Writing and speaking skills developed by virtue of academic training and voluntary services.**
* **Have developed assertiveness from my advisory role information co-ordinator and participation in group exercises.**
* **Extensive aptitude and counselling work**

**Problem solving Skill**

* **Bringing about the best possible solutions to issues of concern. Brought this to play lots of times in my past leadership roles.**
* **A strong aptitude for using initiative especially in areas of time management to meet deadlines**
* **Wide experience in dealing with complaints from the general public when served as an area representative for my student fellowship.**

**Teamwork Skills**

* **Coordinated the team to successfully attain our vision during my leadership roles as a student leader.**
* **Engaging well with people from different cultural and ethnic backgrounds.**
* **Possess Excellent Interpersonal Relationship**

**EDUCATION & QUALIFICATIONS**

**2019-2020 NYSC**

**2017-2019 HND in Business Administration and Management**

**The Polytechnic, Ile-Ife, Osun State.( Distinction)**

**2015-2016 D.Th in Dicipleship**

**RCCG School of disciples.**

**2013-2015 OND in Public Administration**

**Wolex Polytechnic, Iwo, Osun State. (Upper Credit)**

**2012 SSCE**

**Ever Unique International School, Meiran, Lagos State.**

**WORK EXPERIENCE**

**2015-2016 Subject Teacher**

**God’s Merit College, Ipaja, Lagos State.**

**Responsibilities:**

* **Led discussions and group tasks to ensure active participation of students.**
* **Managed the learning experience for a total of about 30 students**
* **Responsible for monitoring and evaluating students’ performances on a one - to- one basis and during assessments.**
* **Started the habit cleaning the school to inspire students and promote health and hygiene.**

**2006-2007 Classroom Teacher**

**God’s Merit Nursery and Primary School, Ipaja, Lagos State.**

**Responsibilities:**

* **Facilitated learning by leading discussions, asking open-ended questions and enabling active participation of student.**
* **Managed a classroom of over 50 students**
* **Responsible for monitoring and evaluating students’ performances on a one - to- one basis**

**2010-2012 Secretary**

**Estate Consultant Office**

**Responsibilities:**

* **Ensured periodic bank reconciliations are completed**
* **Maintained the chart of accounts**
* **Maintained an orderly accounting filing system**
* **Maintained a system of controls of financial transaction**

**2020 Marketer**

**First Bank Nigeria Insurance**

**Responsibilities:**

* **To enlighten customers on the values of the available products**
* **To persuade both existing and upcoming Customers about the product**
* **To survey and know the mind of customers in order to know their needs and breed measures on how to meet them**

**VOLUNTARY EXPERIENCE**

**2019 – 2020 Sanitation of the Community**

**LEADERSHIP ROLES**

**2018 Deputy Speaker,National Association of Business Administrationand ManagementStudents**

**2018 Vice President, The Redeemed Christian Fellowship.**

**2019 Sub Zonal Coordinator, Nigerian Christian corpers Fellowship.**

**COMPUTER & IT SKILLS**

**Microsoft Office Suite (MSWord, Excel, PowerPoint)**

**LANGUAGES**

**English- Fluent,Yoruba– Fluent, Edo- Fluent.**

**HOBBIES**

**Travelling, Meeting new friends, Reading,Watching football, and Barbing**

**REFEREES – On request**