***JOLAOSO OPEYEMI OLUWASEUN***

**Enugu by Igbo road, Sabon Geri, Kano State**.

**+2348167001003; +2349052545477**

**jolaosoopeyemi201@gmail.com**

**PERSONAL DATA :**

Sex : Female

Date of Birth : August 13th 1996

Marital Status : Single

State of Origin : Ogun State

**OBJECTIVE:**

To create desired positive changes by proactively facing and completing dynamic and challenging missions, creating new ideas and solutions while taking optimal managerial advantage of available persons and resources.

To pursue a career development via an organization that has a challenging vision and mission, thus giving room to employee’s creativity.

**INSTITUTION ATTENDED WITH DATES:**

Federal Polytechnic, Ilaro, Ogun State (2016 – 2018)

***Higher National Diploma in Office Technology and Management***

Federal Polytechnic, Ilaro, Ogun State (2013 – 2015)

***National Diploma in Office Technology and Management***

Shepherd-Hill Comprehensive High School, Ogun State (2008-2013)

***Secondary School Leaving Certificate***

Silver Child Model School, Ogun State (2001 – 2008)

***Primary School Leaving Certificate***

**OTHER CERTIFICATES**

***National Youth Service Corps***

*Discharged Certificate of National Service 2019.*

***Honorary Certificate of Excellence***

*National Environmental Standards and Regulations Enforcement Agency (NESREA) 2019*

**WORKING EXPERIENCE:**

**GOVERNMENT SECONDARY SCHOOL, UNGOGO, KANO STATE.**

**(Nov. 2018 – Sept. 2019**

***Class Teacher***

* Cooperative teaching and learning with the classroom
* Develop and issue educational content including notes, test and assignment.
* Collaborative problem solving activities.
* Ensure classroom is clean and orderly
* Plan and implement educational activities and event.
* Evaluate and document student progress.
* Responsible for lesson plan, lesson note and many more.
* Supervises classes to ensure student are learning.
* Teaching of the specified classes in accordance with the Government–approved curriculum.
* Coordination of some extra-curricular activities.

**NIGERIA BOTTLING COMPANY (NBC) IKEJA PLANT**

**(JAN – DEC 2016)**

**HR ASSISTANT**

* Responsible formaintaining organized HR files. This includes, information on employee benefit and also keeps files on performance appraisal information, grievance or corrective action.
* Provides clever supper duties for the Hat manager. This includes, departmental filing, answering phone calls, travel arrangements, and other miscellaneous duties.

* Acts as an advocate for employees and convey employees’ issues and concern to the management for resolution.
* Responsible for performing HR files Audit to ensure that all requires document are collected and are maintained in employee files.
* Helps with the entire new hire application process.
* Ensures that employees’ needs are met and necessary files are taken care of.

**SKILLS**

**Personal Attributes**:

* Ability to effectively use the computer, particularly word processing and electronic spreadsheet packages like Microsoft Word and Excel.
* Excellent communication skills.
* Ability to learn and think fast and come up with useful solutions to challenges.
* Ability to work under little or no supervision.
* Outstanding written and verbal communication skills.
* Exceptional and presentation skills.
* Well organized with excellent leadership ability.

**Personal Interests –** Reading, Adventure, Meeting and Interacting with people

**REFEREES:**

* **MR. TUKUR A. DANWAIRE**

Local Government Inspector,

N.Y.S.C. Kano State.

[tdanwaire1@gmail.com](mailto:tdanwaire1@gmail.com)

08038708876

* **MR. ABAYOMI EKUNDAYO**

Richmab Secondary School,

Kano State.

[abayomiekundayo@gmail.com](mailto:abayomiekundayo@gmail.com)

08166054499