

BALOGUN AZEEZAT OLUWAKEMI

Contact Address:
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CAREER OBJECTIVE:

I am a highly motivated and hardworking individual seeking a role in customer service, sales or office administration where I can make the best of my potential and contribute to the organisation's growth.

BIO DATA

Date of Birth: 11th, October 1997

State of Origin: Osun State

L.G.A.: Ede North

Sex: Female

Marital Status: Single

Nationality: Nigerian .

EDUCATION

2019-2021: HND in Business Administration,
Credit Honors Umaru Ali Shinkarfi Polytechnic Sokoto State.

2017-2019: OND, Business Administration,
Credit Honors Umaru Ali Shinkarfi Polytechnic Sokoto State.

2009-2015: Senior Secondary School Leaving Certificate (Neco)
Government Girls Secondary School, Turds Wada, Sokoto State.

PROFESSIONAL TRAINING & CERTIFICATION

◆ Member, National Institute of management (NIMA)

SKILLS

Computer Skills: Excel, Word, Microsoft Office Suites.

Personal Skills: Positive attitude, Target-driven, Result-oriented, Self-Motivated, Ability to work with little or no supervision, Communication/Interpersonal Skills (Customer relationship management, public speaking), Teachable Spirit, Logical and Analytic Skills).

Languages: English, Yoruba and Hausa.

WORK EXPERIENCE

St Barnabas Primary School, Ukubie. Bayelsa (NYSC) Class Teacher - 2021-2022

Key Responsibilities:

- I managed a class of 40 students
- I was responsible for teaching them a broad list of subjects.
- I also documented attendance, periodic assessments and termly examinations.
- I had two weeks every term where I was on school wide duty, co-ordinating the assembly, sports and general student discipline.

Cornerstone Business Centre (Industrial Training)

Key Responsibilities:

Administrative Officer

- I was the sole staff of the business centre responsible for attending to customers and managing the business.
- I typed customer documents and made photocopies.
- I did basic graphic design for customers.
- I took stock and prepared accounts to the owner on a daily basis

HOBBIES

Reading, Travelling, meeting people.

REFEREES

Mr. Babatunde Mutiu Balogun.
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