**AKINGBADE FAUSAT YETUNDE**

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Summary

Motivated, detail-oriented graduate seeking to leverage human resources management skills, communication and writing skills into an experience-building career in Human Resources. Performance-driven individual, technologically-savvy and experienced in the field of Marketing, Customer Relations and Analytics.

Education

**Obafemi Awolowo University (Merit), Ile-Ife, Osun State.** 2016-2017

Diploma in Human Resources Management

**Taisolarin University of Education Ogun State.** 2011-2015

Bsc (Hon) ED, Social Studies

**B-Land Computer Training School, Lagos State** 2010-2011

Diploma in Computer Desktop Publishing

**Living Stone Model College, Lagos State** 2002-2008

Senior Secondary School Certificate (SSCE)

Experience

**Business Development Executive Feb 2020**

**Portal Realties Limited, Ikorodu Branch, Lagos State**

**Contacting potential clients to establish rapport and arrange meetings.**

**Planning and overseeing new marketing initiatives.**

**Researching organizations and individuals to find new opportunities.**

**Increasing the value of current customers while attracting new ones**

**Retail Operations** Nov 2018 – Jan 2020

**Access Bank Plc, Adeola Odeku, Branch V.I Lagos State.**

* Daily processing of debit and credit transactions.
* Raising of BANK DRAFT on cheque/against account.
* Dedjnlon- Transfering cash into multiple account
* Processing of International and Domestic fund transfer
* Other Bank Cheque (OBC) transactions and ensuring its posting and clearing.
* Enabling Cheque Deposit for customers.
* Monitoring of the ATMs during the weekend.
* FCY Deposit and Withdrawal for customers.

**Civic and Social Studies Instructor**  April 2016 – May 2017

**Adeoye International College, Kwara State**.

* Ensuring that students learn Civic and Social Studies.
* Developing and implementing a Social Studies school curriculum.
* Designing and planning daily unit lessons for each class and administered tests and evaluations.
* Identifying students with special requirements and create individualized plans.
* Keeping a record of students’ attendance and grades.
* Collaborating with team members in other subject areas to create interdisciplinary curriculum.
* Developing management techniques to motivate students and promote proper social interactions.
* Directing students to create their own practice dialogues by using the study materials that we introduced in the classroom.

**Sales and Marketing Executive** March 2013 – Dec 2013

**Gigobaby Diapers, Lagos State.**

* Contributing to the development of marketing strategies.
* Designing and implementing marketing plans for the company’s product.
* Working with sales team to develop targeted sales strategies.
* Reaching out to prospective customers and investors while engaging the community.
* Maintaining client relations.
* Tracking sales data to ensure the company meets sales quotas.
* Coordinating with media representatives and sponsors.
* Creating and presenting sales performance reports.

**Food Production Assistant** 2018- 2010

**Big Treat Nig. Plc**

* Coordinating activities involved with ordering, mixing, verifying and tracking purchase orders.
* Developing communication relationships with key suppliers.
* Expediting materials and supplies as necessary to assure daily production schedules are met.
* Processing of orders received from the branches.

Core Competencies and Skills

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| * Human Resources Management * Strong decision maker * Complex problem solver * Microsoft Office Packages (Ms word, Excel, PowerPoint) | * Excellent interpersonal, communication and organizational skills * Innovative * Service-focused * Excellent verbal and writing skills |

References

Available on request.