**OLASEINDE ADETOMIWA DAMILOLA**

25 Yankaba Street, Kano

olaseindeadetomiwa14@gmail.com

08121612557, 08100833902

**PERSONAL DETAILS**

SEX: Female

STATE OF ORIGIN: Ekiti

MARITAL STATUS: Single

DATE OF BIRTH: 14-10-1994

LANGUAGE: English, Yoruba.

**OBJECTIVE**

To continuously update my knowledge and competencies thereby providing invaluable services that will promote the organization’s corporate goals to deliver optimum services, and to also be a good team player who succeeds under the most demanding conditions.

**SKILLS**

* Excellent communication and organizational skills
* Outstanding problem solving skill
* Proficient in computer applications such as Microsoft packages and Internet
* Ability to learn and transfer knowledge

**EDUCATION AND TRAINING**

* June 2018 – June 2019 **National Youth Service Corps**
* March 2019- April 2019 Synergy HR Solutions
* **Human Resource Management Proficiency Certificate**
* January 2012 - September 2018 Ekiti State University
* **B.Sc. Ed Accounting Education**
* September 2006- July 2010 Command Secondary School, Iyana-ipaja, Lagos State
* **West Africa Examination Council (WAEC)**
* March 2019- June 2019 Nigerian Institute of Management
* **Certificate of Proficiency Grade of Graduate (chattered)**

**OTHER ACHIEVEMENTS**

* Women Affairs and Poverty Alleviations (WAPA) - Vocation skills in textile design, bead making and hats.
* ICT Training at Omititi School, Lagos State,
* Personal efficiency Training (G-pet) at Genius Camp, Mushin. Lagos.

Human Resource Management @ synergy hr solutions.

**WORK EXPERIENCE**

**Umc Zahir Hospital. 2020**

**Position: Front Desk Executive**

**Ehealth Africakano 2019**

**Position: Data collector**

**N.Y.S.C service year 2019**

Government Girls Arabic Secondary School, Tudun-wada, Kano State.

**Position:**  Home Economics teacher

**Interlinks Business center Lagos-State 2017**

**Position:**  Office assistant

**Teaching practice program**  **2016**

Ekiti Anglican Diocesan Secondary School, Ekiti State

**Position:**  Home Economics teacher

**Teaching practice program 2015**

Wisdom Foundation International School, Ilawe Road, Ekiti-State

**Position:** Class teacher

**PERSONALITY PROFILE AND SKILL SUMMARY**

* Highly goal oriented
* Highly motivated, adaptable, organized, competitive and perceptive.
* Effectively and efficiently resolve issues.
* Strong interpersonal, organizational and analytical skills.
* Effective communication and problem solving skills.

**HOBBIES**

Reading, Teaching, Cooking, Traveling, Football, and Meeting people.

**REFEREE**

Dr. O. Osho

Department of Education

Ekiti State University-08139242999

Dr Bolade Fadipe

Medical Doctor

07035900643