

CONTACT



08101047680
08121262760



Balogunadesewa17@gmail.com



Lane 3, Laoye Estate,
Ologuneru, Ibadan, Oyo State

BIODATA

Marital Status	Single
Gender	Female
Date of Birth	10 th July, 1997
State of Origin	Oyo State
Nationality	Nigerian
Language Spoken	English and Yoruba

SKILLS

- ❖ Excellent Managerial Skills
- ❖ Computer Literate
- ❖ Fluent in Written English and Oral English
- ❖ Ability to work efficiently and work with a team towards a common goal
- ❖ Good interpersonal skills

REFEREES

AVAILABLE UPON REQUEST

BALOGUN BASHIRAT ADESEWA

PERSONAL STATEMENT

I am a competent professional with a degree in Office Technology and Management from the Federal Polytechnic Ede. I have experience that covers all area; Administrative, clerical work and managerial skill.

Additionally, I am a great team player. I am looking for a position in an innovative company with a good customer mix to promote the organization goals and objectives.

WORK EXPERIENCE

- Marks Comprehensive High School, Ibadan, Oyo State
Post Held: *(Teacher/NYSC Service)*
- Fakay Ultrasound Diagnostic Clinic, Polo Express Junction, Jericho, Ibadan, Oyo State
Post Held: *(Desk Officer)*
- Comax Innovation, Jericho, Ibadan, Oyo State
Post Held: *Customer Sales Representative*

EDUCATIONAL BACKGROUND

- The Federal Polytechnic, Ede, Osun State
- Federal Government Girls College, Ipetumodu, Osun State
- Federal Government Girls College Staff Nursery and Primary School, Ipetumodu, Osun State

CERTIFICATE AND QUALIFICATIONS WITH DATES

- National Youth Service Corps (2023)
- Higher National Diploma in Office technology and management (2022)
- National Diploma in Office Technology and management (2018)
- Secondary School Certificate (2014)
- Primary School Leaving Certificate (2008)

CORE COMPETENCIES

- Excellent Communication Skill
- Customer relationship and Management
- Organized in all Paperwork and Data Entry