

ADEWOLE BUKUNMI RACHEAL

Police Post, Challenge, Ibadan, Oyo State

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OBJECTIVE:

Simple, hardworking, physically fit, honest, highly motivated, a team player with excellent communication skills. I am very energetic, enthusiastic and goal oriented. I have ability to work under pressure and to tight deadlines while providing great services. I also have an excellent computer knowledge.

PERSONAL PROFILE

Date of Birth:	14th September, 2000
Religion:	Christianity
Marital Status:	Single
Nationality:	Nigerian

OTHER ABILITY AND SKILLS

- ❖ Integrity and honesty
- ❖ Ability to work effectively with other workers
- ❖ Effective use of initiative
- ❖ Patience
- ❖ Ability to work with little or no supervision
- ❖ Ability to keep confidential information

LANGUAGE: Fluent in English and Yoruba

COMPUTER SKILL: Use of MS Powerpoint, Microsoft Word, Corel Draw, MS Excel.

EDUCATIONAL INSTITUTES ATTENDED WITH DATES

2022 – 2024 Federal College of forestry, Jericho, Ibadan, Oyo State, Nigeria.
Higher National Diploma (HND) in Agricultural Extension Management.

2018 – 2021 Federal College of Forestry, Jericho, Ibadan, Oyo State, Nigeria.
National Diploma (ND) in Agricultural Technology.

2010 – 2016 Eyinni High School, Orita Challenge, Ibadan, Oyo State.

2002 – 2010 Sanctuary Nursery & Primary School, Ibadan, Oyo State.

- ❖ Member of the association of Agricultural Technology (AAGT) Federal College of Forestry Jericho, Ibadan: 2018-2021..
- ❖ Member of the Commonwealth Association of Student Beekeeper's of Nigeria (CASBEEN): Federal College of Forestry Jericho, Ibadan: 2019 - 2021..

WORKING EXPERIENCE

May, 2021-July, 2021

McAshley Integrated Resources

Olorunredo Estate, Akala Express way, Ibadan

Position Held: Secretary

WORK DONE

Greet visitors and direct them to the appropriate individuals

Respond to enquiries

Perform administrative tasks, including filing and photocopying

Manage general files and record

Write email, letters and memos,

April, 2020 - November, 2020

Arena Hotel Challenge bus-stop, Ibadan

Position Held: Cashier

WORK DONE

Recording Purchases

Processes sales transaction

Supervision of unskilled staff

September, 2019 - December, 2019

Forestry Research Institute of Nigeria (FRIN),. (SIWES)

Jericho, Ibadan

WORKDONE

Cleaning of Fields

Feeding of livestock

Filling of Plants pot...

January, 2017 - July, 2017

Armorm Nig. Ltd.

Position Held: Cashier

WORKDONE

Recording Purchases

Monitors in-flow and out-flow of Cash

Processes sales transaction

Supervision of unskilled staff

REFEREE

Available on request