

ABDULRAHEEM QUDUS OLANREWAJU

Public Administration Graduate | Administrative Support | Customer Service

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PROFESSIONAL SUMMARY

Dedicated and responsible Public Administration graduate with practical experience in customer service, supervision, and teaching. Demonstrated ability to work effectively with customers, students, colleagues, and other stakeholders. A hardworking and adaptable individual with strong communication, teamwork, leadership, and organizational skills, with a willingness to learn and take on new responsibilities.

CORE COMPETENCIES

Administrative Skills

Administrative Support | Customer Service | Supervision | Record keeping | Supervision | Communication | Teamwork | Time Management | Organization | Problem Solving | Responsibility

Additional Skills

Teaching Support | Classroom Management | Basic Tailoring | Singing |

EDUCATION

Higher National Diploma (HND) in Public Administration Kwara State Polytechnic, Ilorin, Kwara State	2024
Ordinary National Diploma (OND) in Public Administration Kwara State Polytechnic, Ilorin, Kwara State	2021
Senior Secondary School Certificate (SSCE) Ejigbo Senior High School, Ejigbo, Lagos State	2016
First School Leaving Certificate Miracle Nursery & Primary School, Ailegun Rd, Bucknor, Lagos	2010

WORK EXPERIENCE

Teacher Glory Vision Star School, Ijeododo, Ijegun, Lagos State	2025 – 2026
- Taught and supported students in their academic activities and classroom learning. - Maintained classroom discipline and promoted a positive learning environment. - Assisted students with learning activities and provided guidance when needed. - Worked cooperatively with other staff to support the smooth running of the school. - Demonstrated patience, communication, responsibility, and leadership when working with students.	
Attendant / Supervisor Abanet Oil and Gas, Ijeododo, Ijegun, Lagos State	2017 – 2019
- Attended to customers and assisted with their requests in a professional manner. - Supervised daily activities and supported smooth day-to-day operations. - Worked effectively with colleagues to complete assigned duties and responsibilities. - Maintained a responsible and customer-focused approach to work. - Demonstrated punctuality, accountability, and teamwork in carrying out assigned tasks.	

CERTIFICATIONS

National Youth Service Corps (NYSC) Certificate of National Service

REFERENCES

- **Engr. Alhaji Ahmed Fatai**
Former Special Assistant to Lagos
State Government on Agriculture
No. 1, Fatai Ahmed Street, Ijeododo,
Via Ijegun, Lagos State.
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