

ADEDAYO YETUNDE ESTHER

4, Sariyu Giwa Street, Sabo, Lagos State.

estheryetunde73@gmail.com

09161190432

CAREER OBJECTIVE:

Organized and motivated employee, eager to apply organization skills in various environment, seeking opportunities to expand skills while facilitating company growth.

WORK EXPERIENCE:

OLUWANIFEMI NURSERY & PRIMARY SCHOOL, LAGOS STATE 2023

POSTION HELD: TEACHER

DUTIES:

- Facilitate students learning and development.
- Planning and delivery lessons.
- Grade student papers and assignment to track students progression.
- Maintain a positive classroom environment for a relationship building.

Sales representative, FAD SOLUTION

2024-2025

DUTIES:

- Assist customers in selecting the right product and services, resulting in a 15% increase in customer retention.
- Manage in-store promotion and ensure product display where visually appealing and engaging.
- Develop and maintained a loyal customer base through effective relationship management and follow up.
- Collecting customer feedback to inform improvement in service and offerings.

**COMMUNITY DEVELOPMENT SERVICE
(CDS) GROUP (NYSC).**

2025-2026

POSITION HELD: TREASURER

DUTIES:

- Manages the group's finances.
- Disbursing funds for projects.
- Contribute to projects.
- To mobilize and guide corps members.

IFAKO-IJAYE LOCAL GOVERNMENT AREA (LGA) LAGOS STATE NYSC 2025-2026

POSITION HELD: OFFICE ASSISTANT

DUTIES:

- Greet and assist visitor in a courteous and professional manner.
- Answer and direct phone calls to appropriate personnel.
- Manage incoming and outgoing correspondence including male and females.
- Maintain office filing system and organized document.
- Assist in scheduling appointment and meetings.

EDUCATIONAL QUALIFICATION.

Olabisi Onabanjo University, Ogun State

B.ED, Nursery & Primary Education

CERTIFICATIONS/TRAINING

2021

Global initiative against illegal migration
(GIAIM)

CORE SKILLS:

- Excellent interpersonal relationship
- Teamwork and collaboration
- Ability to work with little or no supervision
- Attention to details
- Basic computer skills (intermediate)

REFERENCES:

Available on request