

ADELUKA
ABOSEDE MARY

<u>Address:</u> No. 4 AP Close Apeka Estate, Ikorodu Lagos, Nigeria.
<u>Email:</u> adelukaabosedede@yahoo.com
<u>Tel:</u> 08032813733, 09046757798
<u>Profile:</u> A committed, hardworking, intelligent, endurance and honest young woman with ability to cope under pressure.
<u>Career Objective:</u> To rightly apply acquired skills and knowledge for positive monumental effect on an organization while aiming at attaining career growth and development.
<u>Skills:</u> Good communication Skills Organized and good time management skills Computer literate/ internet savvy Team building Ability to learn fast
<u>Educational Background:</u> Lagos State Polytechnic HND Lagos State Polytechnic ND New Breed College Ikotun, Lagos Elect International Primary School

<u>EMPLOYMENT HISTORY:</u>
<u>MUSLIM COMMUNITY JUNIOR SECONDARY SCHOOL</u> SHARE KWARA STATE
Teacher (NYSC) 2019
*Educate and inspire students, helping them build knowledge, discipline, and confidence. *Serve as a role model, promoting values of patriotism, hard work, and integrity. *Support community development, by contributing to educational growth and national unity.
<u>DOLRIANCE EXOTIC CAKE</u>
Trainee (NYSC SAED) Caterer 2019
*Maintaining cleanliness and hygiene in the kitchen and food service areas. *Demonstrating teamwork and discipline, reflecting the NYSC values of service and excellence. *Contributing to community development by promoting healthy eating and good food practices
<u>GBOLAHAN KALEJAYE & CO</u>
Personal Assistance 2016
*Managing schedules and appointments to ensure smooth daily operations. *Handling correspondence such as emails, calls, and document preparation. *Assisting with data entry, record keeping, and basic administrative tasks.
<u>MINISTRY OF HOUSING, ESTATE DEVELOPMENT</u>
Inspection and Report Writing 2014
<u>T - Y'S CAKE STUDIO</u>
Caterer 2013
<u>QUALIFICATION OBTAINED WITH DATE:</u>
Higher National Diploma 2018 <i>Estate Management and Valuation</i>
National Diploma 2015 <i>Estate Management and Valuation</i>
Senior Secondary School Examination 2009 <i>(S.S.C.E)</i>
Primary School Leaving Certificate 2005
<u>REFEREES:</u>
Mr. Adebule Adebayo Rufus 08033600367 Revd. Bamidele Nelson 08064276096