

AJAYI OMOWUMI OMOLARA

Contact Address: Plot. 1, Sinclair Lewis Close Spring Valley Estate by Lagos Business School Alasia
Bus-Stop Ajah, Lagos State.
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PERSONAL BIO-DATA

SEX: Female
DATE OF BIRTH: May 27th, 1995
STATE OF ORIGIN: Ekiti State
NATIONALITY: Nigerian
MARITAL STATUS: Single
LANGUAGE SPOKEN: English, Yoruba

CAREER OBJECTIVE

To effectively solve problems, discharge my duties with honesty and integrity to attain professional distinction and proficiency for the improvement of the organization goals, objectives and targets.

EDUCATIONAL BACKGROUND WITH DATES

- Yomnet Technology, Ekpoma, Edo State. 2023-2024
National Youth Service Corps (NYSC)
- Rufus Giwa Polytechnic, Owo, Ondo State. 2019-2021
HND in Accounting (HND)
- Concentric International Group of School Oye Ekiti 2010-2015
Senior Secondary School Certificate Examination (SSCE)
- Methodist Primary School Ayegbaju Ekiti 2000-2006
First School Leaving Certificate (FLSC)

KEY SKILLS

- Excellent Communication Skills
- Excellent Presentation Skills
- Time management and Teamwork
- Problem Solving Skills

HOBBIES

- Singing
- Dancing
- Listening to Music

WORK EXPERIENCE

➤ YOMNET TECHNOLOGY

Post: Secretary (NYSC)

JOB FUNCTIONS

- Maintaining effective records and administration
- Answering calls, talking messages and handling correspondence
- Typing, preparing and collating reports
- Keeping files, booking meetings, setting appointments and managing day-to-day operations of the company
- Prioritizing workloads

ACHIEVEMENT & AWARDS

- | | |
|---------------------------------------|-------------|
| ➤ National Youth Service Corps (NYSC) | 2023 – 2024 |
| ➤ Culture and Tourism CDs | |
| General Secretary (NYSC EKPOMA) | 2023 - 2024 |

REFEREE

OMOLOLU AJAYI

Signature Bank LTD

Plot 32, Gana Street Maitama FCT ABUJA

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