

AKINJOBI FOLASHADE MARY

08139607260

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9, Abdullah Street off Ogati Fadeyi, Lagos State

CAREER OBJECTIVE

As a self-motivated, dynamic and hardworking person, I desire to be in a job which can equally offer me the opportunity to work with research and development of both processes and personnel achievement of organizational goal, to contribute my positive attitude, adaptability, and strong communication skills to support team goals and deliver quality work. Committed to continuous learning and professional development.

EDUCATION

National Diploma | Lagos State Polytechnic |2006 -2008|

Diploma in Computer Operator | Readteach Computer School | | 2015 |

- Coursework include: Microsoft office, Adobe PageMaker, Photoshop and Corel draw

WORKING EXPERIENCE

General Merchandise| | 20009 - 2014|

- Help in arranging files
- Help in sorting out files

Floorsil Enterprise Nigeria| 2015 |

- Post Held: Business Development office

Folsam Be Cleaning Services| | 2014|

- Post held: MD/CEO

Omnia Hotel and Suites, Aseese | Public Area | |2022|

- Clean and sanitize public areas
- Dust and polish furniture and fixtures
- Vacuum and mop floors
- Empty trash and recyclables
- Monitor public areas for safety hazards

SKILLS

- Ability to work independently and as part of a team
- Knowledgeable in Microsoft Word, Excel and PowerPoint
- Detail oriented and highly organize
- Ability to identify issues and implement effective solutions
- Experience working collaboratively in team settings

REFERENCE

Available on request