

ABASS BILIAMIN KEHINDE

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PROFILE SUMMARY

A highly motivated, multi task individual, self-oriented, disciplined with great inter personal skills and analytical mind. Furnish with business intelligence insight, customer focus with a history of driving highly successful customer support, client satisfaction and retention to increase revenue and business growth. Adept at improving customer experience using a combination of exceptional communication, problem-solving skills and committed to acquiring skills needed to thrive in a workplace and currently seeking a challenging developmental position with an organisation that supports career growth.

PERSONAL DATA

Place of birth:	Lagos
Nationality:	Nigerian
Sex:	Male
Marital Status:	Married
State of Origin:	Kwara State

SKILLS

- Excellent verbal and written communication skills.
- Possess strong analytical and problem-solving skills.
- High speed of learning and adapting to new technologies.
- Paying attention to details and ability to work under minimal supervision.
- Resourceful in completion of projects and effective at multi-tasking.
- Experience with building product demos and user stories.
- Proficient in the use of Microsoft Office Packages - Word, PowerPoint, Excel.

WORK EXPERIENCE

Total E & P Lagos (Santana Agency)

2017-Till date

- CCTV Operator & Access control
- Monitor the movement of resources and non-resources

Subject Teacher (Vice Principal Academic), Ad-Deen Comprehensive High School 2010 - 2017

- Developed engaging teaching methods that improved students' performance by 25%.
- Organized and led students on a field trip to museum.
- Properly coordinated and supervised students during test and examinations.
- Encouraged and motivated student participation in lessons and other school-related activities.
- Communicate necessary information regularly to students, colleagues and parents regarding students' progress and needs.

Class Teacher, Ansar-Ud-Deen Nursery & Primary School**2008 - 2010**

- Plan, prepare and deliver lesson plan and instructional materials that facilitate active learning.
- Encourage and monitor the progress of individual pupils and use information to adjust teaching strategies.
- Participate in extracurricular activities such social and sporting activities, clubs & students organizations as directed.
- Prepare require reports and students activities.
- Manage students' behaviour in the class room by establishing and enforcing rules and procedures.

Fatbas Enterprises, Ebutte-Aro, Oke-Arin, Lagos**2006 - 2008**

- Assisted the administrative officer in performing clerical duties.
- Processed and raised different purchase and payment invoices.
- Organized and managed the secretariat office effectively.
- Assisted in the maintenance and management of inventory stock of the organization.
- Material handling and logistics assistance.

EDUCATIONAL BACKGROUND

National Teachers Institutes, Kaduna (University of Ilorin)**2020 - 2021**

Post Graduate Diploma in Education (PGDE)

Lagos State Polytechnic, Ikorodu, Lagos**2014 - 2017**

Higher National Diploma (Business Admin & Management)

Lagos State Polytechnic, Ikorodu, Lagos**2009 - 2012**

National Diploma (Business Studies/Administration)

Saint Timothy's College, Onike Yaba, Lagos**2000 - 2006**

West African Senior School Certificate (WAEC)

Oluwole Primary School, Akoka, Lagos**1994 - 2000**

First School Leaving Certificate (FSLC)

REFEREE

Available on request