

Contact

Phone

08106560035, 09078039657

Email

abubakaromolara62@gmail.com

Address

Ijeshatedo surulere Lagos state.

Expertise

Management Skills

Desktop Publishing

(Microsoft Office)

Good Communication skills

Active Listening Skills

Negotiation Skill Emotional

Intelligence Empathy Skill

Languages

English

Yoruba

References

Mr. BALOGUN ABDULGAFAR

Managing Director of Vista International,
08107000202

Mr. USMAN ABDULAKEEM

Social Media Manager, Fojusi,
08166568507

Mr. UTHMAN LUKMAN

Managing Director of Lackey Phone and Gadgets,
07054467343

ABUBAKAR ZAINAB OMOLARA

Career Objectives

Focused on contributing positively to a highly motivated and value-adding organization by applying my initiative and experiences while concurrently open to developing skills that is valuable to the worth of the growth of the organization and my personal skills.

Experience

2015 - 2016

Teacher

Opeyemi Nursery and Primary School.

- Managed student records, attendance, and assessments with accuracy.
- Developed lesson plans and delivered structured learning experiences.
- Assisted in administrative duties, demonstrating strong organizational skills.

2019 - 2021

Receptionist

Alesh International Hotel, Lagos State

- Provided excellent customer service, handling inquiries and assisting clients.
- Managed records, scheduled appointments, and processed paperwork efficiently.
- Maintained accuracy in data entry and document organization.

Education

2021-2023

Kwara State Polythecnic, Ilorin, Kwara State.
Higher National Diploma in Physics
(Lower Credit)

2016 - 2018

Kwara State Polytechnic, Ilorin, Kwara State.
National Diploma in Science and Laboratory Technology
(Lower Credit)

2019 - 2024

Erinle Secondary School, Kwara State.
SSCE(WAEC)

2004 - 2009

Muslim Primary School Erinle, Kwara State.
First School leaving Certificate