
AWOTIKU, AKINKUNLE EBENEZER

Address: 99, Babalegba Bus stop Ijegan Rd, Ikotun, Lagos state. Phone: +2347060454155

E-mail: awotikueben@gmail.com

CAREER OBJECTIVES

I want to succeed in a stimulated and challenging environment that provide me with advancement opportunities. Results-driven professional seeking to leverage my skills and experience to drive business growth and excellence. Aiming to contribute to a dynamic team, deliver exceptional results, and continue professional development.

SKILLS AND HOBBIES

Computer Skills:	Microsoft Word, Microsoft Excel, Microsoft Power-Point
Language:	English, Yoruba
Hobbies:	Learning, Driving, Researching & Making friends..
Skills:	Operating Gadgets, Communication, Team work, Problem Solving, Leadership, Time management, Multitasking, Critical thinking.

EDUCATION& QUALIFICATION

National Youth Service Corp (NYSC)	Jan. 2025
Qualification: Discharge Certificate	

Federal University of Technology, Akure, Ondo State	Oct. 2024
Qualification: Bachelor of Technology (B.Tech)	
Course:	Industrial Chemistry

Royal Kingdom College, Igbara- Oke	July 2017
Qualification: National Examination Council (NECO)	

Faith Nursery & Primary School, Iloro Quarters, Igbara Oke, Ondo State	July 2011
Qualification: Primary School Leaving Certificate.	

WORK EXPERIENCE

Tai- Trice Nigeria Limited	2025 till date
• Administrative Assistance; • Manage the day-to-day operation • Handling communication and correspondence • Maintaining records and databases. • Supervising Staff and manage teams. • Preparing Reports, presentations and documents. • Procurement • Identifying and evaluating potential suppliers. • Managing vendor relationship and contacts. • Tracking inventories and supplies • Purchase of goods.	

- **Personal Assistance**

- Managing email, correspondence and communication
- Coordinating events, meetings, and conferences.
- Laying out priorities and managing task for the boss.
- Handling schedules, appointment and traveling arrangement.