

PONNLE RIDWAN TOLANI

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65, Prophet Tola Street Okerube Ikotun Lagos state

Mobile: 08023000215, 09072199881

CORE SKILLS: Excellent Interpersonal skills, Innovation and Creativity, Analytical Thinking Skills, Sensitive and Adaptive to changes, Emotional Intelligence, Excellent Numerical Skills, A Team Player.

EDUCATION BACKGROUND:

- **Lagos State University** **2021 -2023**
Bsc,Ed in physical and health education
- **Lagos State University** **2018 -2020**
2018 - 2019
Diploma in physical and health education
- **Reg Comprehensive College** **2010 -2013**
2018 - 2019
Senior Secondary School Certificate

SKILLS:

- Microsoft Word
- Email management
- Ms Excel
- Social media management
- Powerpoint

WORKING EXPERIENCE:

- **HALO TECH** **2021 - 2023**
Ikeja Lagos State
Post: Digital Marketing
Responsibilities:
 - Collaborate with the sales team to generate leads, create promotional offers and support sales strategies

- Coordinate projects to meet deadlines and objectives
- Build relationships with customers, partners, and stakeholders.
- Manage social media accounts, email marketing and website contents
- Manage online engagement, conversions, and lead generation.

• **Amooke X006 Nig Limited**

2015 - 2017

Ikotun, Lagos

Post: Virtual Assistant

Responsibilities:

- Acted as a primary point of contact for client, addressing inquiries and concerns.
- Communicate with staff and buyers to ensure timely scheduled meetings and appointment.
- Assisted in budgeting and tracking expenses for individual project and land acquisition.
- Managed checks, cash and maintained accurate financial records.
- Managed email and calendar for appointments and travels.

• **Neon Cafe Network**

2013 - 2014

Ijebu Lagos

Post: Cybercafe Attendant

Responsibilities:

- Help customer with the use of computer and application.
- Work with Microsoft office, Excel and Powerpoint.
- Assist customer with scanning, typing, lamination and photocopying of document
- Troubleshooting of this system unit when faulty.
- Monitoring of the server room
- Monitoring of the inverter to avoid power interrupt

Hobbies:

Making Research, Sport and Reading

Reference

Available on request

