

AYOBAMI SULIYAT IDOWU

Ketu, Lagos State

Tel: - 07068169567

Email: -highdeeayobami@gmail.com

CARRER OBJECTIVE

I am a responsible and motivated young graduate seeking an entry – level position in a reputable organization where I can contribute positively gain practical experience, and grow professionally.

EDUCATIONAL QUALIFICATIONS

- **Adekunle Ajasin University, Akungba – Akoko, Ondo State.** - 2021 – 2025
B. A. Ed (English)
(Second class upper)
- **Timeli High School, Ibadan, Oyo State** - 2015 – 2018
Senior Secondary Certificate Examination (SSCE)

EXPERIENCE

SAO Computers Limited

Office Assistant

2025 – Till Date

- Assisted in daily office operations and administrative duties
- Attended to customers and responded to basic enquiries
- Manage filing, record keeping, and documentation
- Supported computer – related tasks such as system setup and basic troubleshooting
- Handled data entry and maintained office records
- Assist senior staff with assigned tasks
- Ensured a clean and organized office environment

INDUSTRIAL TRAINING

2022 – 2024

Divine Connection & Lennon Jubilee

- Taught Literature in English lessons under supervision
- Assisted in lesson planning and preparation of teaching materials
- Marked classwork, assignments, and tests
- Maintain classroom discipline and supported class management
- Participate in staff meetings and academics activities
- Performed data entry and documentation
- Support daily office operation

SERVICES ENGAGED WHILE IN SCHOOL

- Served as first Female President of English education department - 2024 – 2025
- Served as faculty Student Representative Council (SRC) - 2022 – 2023

SKILLS AND COMPETENCIES

- Basic Computer operations
- Ability to work under pressure
- Time management and teamwork
- Good communication skills
- Microsoft word and Excel

PERSONAL QUALITIES

- Honest and disciplined
- Hardworking and punctual
- Willingness to learn

REFEREE

- Available on request