

YAKUBU EBENEZER AJIBOLA

Agriculture Graduate | Administrative Support | Agricultural Operations | Sales & Customer Service | Professional Driver

Saheed Ajibade street shapati bus stop, ajah, lagos state, Nigeria | Yakubuaajibola94@gmail.com | +234 706 363 7050

PROFESSIONAL SUMMARY

Agriculture graduate with experience in agricultural operations, administrative support, sales and customer service, record keeping, leadership, and professional driving. Skilled in documentation, communication, coordinating activities, maintaining records, and supporting daily operations. Proficient in Microsoft Word, Excel, and PowerPoint. A hardworking, reliable, honest, and adaptable person who can work effectively with others, handle multiple responsibilities, and perform well under pressure.

EDUCATION

University of Ilorin, Ilorin, Kwara State

Graduated: 2025

Bachelor of Agriculture

Research Project: Training Needs of Fulani Women on Commercial Guinea Fowl Production in Osun State, Nigeria

WORK EXPERIENCE

Ogun-Osun River Basin Development Authority (OORBDA), Headquarters, Abeokuta, Ogun State

2026

Agricultural Staff – NYSC Service

- Assisted with agricultural production, farm-related activities, and daily operations.
- Assisted with record keeping and documentation, working with staff and supervisors on assigned duties.
- Applied knowledge of agriculture, farm management, poultry, and livestock production.
- Followed health and safety practices during agricultural activities.

Ebentech

2023 – Present

Sales & Customer Service Representative

- Attend to customer enquiries and provide useful information about products and services.
- Support sales activities and maintain good relationships with customers; handle complaints professionally.
- Keep proper records of sales and customer information and support daily business operations.

Professional Driver

Nigeria

- Over 7 years of experience driving cars, commercial buses, trucks, and lorries, transporting people and goods safely.
- Carry out basic vehicle checks, follow road safety rules, and plan routes to manage time effectively.
- Maintain professional conduct with passengers, customers, and other road users. Licence valid until 2030.

ADMINISTRATIVE EXPERIENCE

- Support day-to-day administrative activities; prepare and maintain documents, records, and reports.
- Assist with meeting arrangements and scheduling; maintain proper filing and record systems.
- Handle data entry and documentation using Microsoft Word, Excel, and PowerPoint.
- Communicate effectively with colleagues and the public, working as part of a team.

LEADERSHIP EXPERIENCE

NYSC CDS — General Secretary

2026 – Present

- Serve as General Secretary of a CDS group with more than 70 corps members, coordinating and documenting group activities.
- Maintain records and communicate relevant information to members, supporting the smooth running of activities.

Faculty of Agriculture, University of Ilorin — Students' Representative Council

2019 – 2020

- Served as a student representative for the Faculty of Agriculture, representing more than 1,500 students.

RESEARCH EXPERIENCE

Training Needs of Fulani Women on Commercial Guinea Fowl Production in Osun State, Nigeria

- Conducted undergraduate research on training needs of Fulani women in commercial guinea fowl production, gaining experience in data collection, analysis, and report writing.

CERTIFICATIONS

- NYSC Certificate
- NYSC CDS Certificate

SKILLS

Agricultural Skills: Farm Management, Poultry Management, Livestock Management, Agricultural Operations, Production Support, Record Keeping

Administrative Skills: Office Administration, Documentation, Filing and Record Management, Meeting Coordination, Data Entry, Report Preparation

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Basic Computer Operations, Digital Record Keeping

Sales & Customer Service: Customer Relations, Sales Support, Customer Enquiries, Complaint Handling, Communication

Professional Skills: Leadership, Teamwork, Interpersonal Relationship, Effective Communication, Honesty, Emotional Intelligence, Punctuality, Time Management, Organisation, Problem Solving, Ability to Multi-task, Ability to Work Under Pressure, Confidentiality and Proper Handling of Confidential Information

Adaptability & Work Flexibility: Ability to Work and Perform Well in my field and any Other Fields, Willingness to Relocate, Ability to Adapt to New Responsibilities and Work Environments

Driving Skills: Cars, Commercial Buses, Trucks, Lorries, Road Safety Awareness

REFERENCES

Available on request.