

AJANI TEMITOPE KHADIJAT

PRESENT ADDRESS: 6, Irekari Street, Ikosi Ilaro Ogun State

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OBJECTIVE

Seeking Strategic positions where I can effectively and efficiently utilize human and material resources in order to achieve organizational goals and objectives through collaborative effort with the existing staff.

BIO DATA

Date of Birth: 1st April 1993

Place of Birth: Ogun State

Sex: Female

Marital Status: Single

State of origin: Osun State

Local Govt. Irepodun

Nationality: Nigerian

PERSONAL DEVELOPMENT

- Excellent communication skills
- Interpersonal Sensitivity
- Ability to work under Pressure
- Good team spirit
- Results oriented
- Strong analytical and problem solving ability
- Highly organized and good at planning
- High level of integrity
- Visionary and Inspiring
- Tactful, courageous and firm personality

SCHOOLS ATTENDED

DATES

QUALIFICATION

Federal polytechnic Ilaro
Higher National Diploma

2013-2015

Electrical Engineering(telecoms)
Lower Credit

National Diploma

2010-2012

Electrical Engineering
Lower credit

Itolu Senior High School, Ilaro, Ogun State.

2002 -2008

NECO, O'Level (June - July)

Auntie Kemi Nursery and Primary, Ilaro, Ogun State.

1996-2002

Primary School Leaving, Certificate.

LEADERSHIP POSITION HELD

- Coordinating and organising (MCAN)
Muslim Coppers Association of Nigeria Ogbomoso Zone, Oyo State.

RESPONSIBILITIES:

- Responsible for Organizing Muslim Corpers for Outreaches
- Motivating and inspiring other fellow corpers to work
- Working with team to set up venues for programme
- Timely and effective awareness of programmes

PROFESSIONAL QUALIFICATIONS

- Chartered Institute of Customer Relationship Management (CICRM) Inview

TRAININGS ACQUIRED:

- Customer Services Marketing Management
- Strategic Marketing and Planning
- Customer Behavior in Service Marketing
- Organization for Service Marketing
- Management Approaches to Successful Internal Marketing

COMPUTER EDUCATION / LITERACY

Microsoft Windows, Microsoft Office: Word, Page Maker, Corel Draw, Internet.

JOB EXPERIENCE:

CUSTODIAN INSURANCE (I.T) (2012)

DEPARTMENT (ACTUARIAL SERVICES)

- Dispatching of correspondence mails.
- Any other duties assigned to me.

NATIONAL YOUTH SERVICE CORPS (NYSC)

Laogun Adeoye Memorial Secondary School, Ogbomoso, Oyo State
National Youth Service Corps (NYSC)
Position: Class Teacher

RESPONSIBILITIES:

- Teaching Physics
- Assembly coordinator
- Participation of day to day running of the school

➤ **FINANCIAL SECRETARY (NYSC), OYO STATE.**

RESPONSIBILITIES:

- Verification of Vouchers, Cashbook, Income & Expenditure and Balance Sheet of the Financial Statement.
- Making Observation and giving Professional Recommendations for Proper Accounting on True and Fair View.
- Writing of a Report on Audited Account.

**SPINCLINIX
DEPARTMENT (QUALITY CONTROL)**

RESPONSIBILITIES:

- Cloth checking if properly washed by the laundry department
- Packaging of the cloths after been checked
- Tagging of cloths for easy identifications

HOBBIES:

Traveling, Reading and Meeting People

REFERENCES:

Referees are available on request