**CURRICULUM VITAE**



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**PERSONAL DETAILS**

**DATE OF BIRTH: 27-04-1979**

**PERSONAL SUMMARY:**

To give my best at all times in order to achieve excellence and precision in all position and circumstances.

**EDUCATIONAL BACKGROUND:**

* Moshood Abiola Polytechnic 2004 - 2006

HND Business Administration

* Moshood Abiola Polytechnic 2000 - 2002

OND Business Administration

* St. Finbarr’s College, Akoka. 1992 - 1998

Secondary School Examination Certificate

**KEY SKILLS:**

* Highly Customer centric.
* Good team player.
* Physical and Mental alertness.
* Ability to cope with changing situation.

**IT SKILLS**

Diploma in Computer Operations

Beslan Computers (2007)

* Proficiency in MS

**WORK EXPERIENCE**

**SWISSTRADE SECURITY DOORS:**

Km 14,Lekki Epe Expressway

**JOB DESCRIPTION**

* Marketing and sales of doors of all type of doors
* Maintaining customer relation
* Field inspection of doors on site

**TBA CORPORATE CLEANING SERVICES**: (2010-2012)

121, Isolo Road,Palm Avenue

(Supervisor)

**JOB DESCRIPTION**

* Daily coordination of cleaning procedure and processes at UBA and GTB branches within and ouside Lagos.
* Overseeing purchase and distribution of cleaning and other material.
* Profiling and validating of staffs for salary purposes.
* Leading the monthly cleaning of UBA

**ACHIEVEMENT**

* Revalidating of staff employment number
* Improving on the production process of cleaning materials.

**Nigerian american agricultural empowerment programme** (2009-2010)

**JOB DESCRIPTION**

* Material purchase and supply
* Clerical duties
* Special duties (Supervision).

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15,Osolo way, Ajao Estate

Lagos.

**JOB DESCRIPTION**

* Primary data sourcing
* Client relation