**DARAMOLA**

**DARAMOLA.308329@2freemail.com**

**CAREER OBJECTIVE:**

I am interested in making a positive difference in every area my intellect is needed. Enthusiastic to find a position in your organization in which I can perform excellently, with the qualities of being reliable, trustworthy, numerate and meticulous. Worked for different firms, gained good understanding of what is required in different working fields. Able to work as part of a team, with passion for business development and flair for administrative duties.

**PERSONAL DATA:**

**Date of Birth:** August 28th 1989

**Sex:** Female

**Marital Status:** Single

**State of Origin:** Oyo

**SKILLS/ACCOMPLISHMENTS:**

\* Good interpersonal skill.

\* Good communication skill.

\* Creative and innovative skill.

\* Provides constructive feedback

\* Speaks confidently in public settings.

\* Listens attentively.

\* Negotiates situations effectively.

\* Motivate others.

\* Delegates tasks effectively.

\* Provides well thought out solutions.

\* Sets organization goals.

\* Strong planning skills.

\* Executes multiple tasks at once.

\* Accurately forecasts outcomes.

\* Identifies and allocates resources appropriately.

\* Identifies problems & develop solutions.

\* Gathers information & assess current situations.

\* Ability to manage people and resources

\* Result oriented and Target-driven.

**EDUCATIONAL QUALIFICATIONS WITH DATES:**

* **National Youth Service Corps (N.Y.S.C)** (2012-2013)

Kogi State, Nigeria.

* **Ladoke Akintola University of Technology, Ogbomoso,** (2006-2011)

Oyo state, Nigeria.

B.Tech Agricultural Economics and Extension

* **Moret Comprehensive College Ibadan.** (1998-2004)

Senior Secondary School

* **Oluyole Private School.Oyo state.**  (1990-1998)

**CERTIFICATE OBTAINED WITH DATES:**

* CELBMD Africa Executive Certificate in Public Speaking (2016)
* National Youth Service Corps Certificate (2013)
* B.tech in Agricultural Economics and Extension (2011)
* Senior Secondary School Certificate (2004)

(WAEC/NECO)

* Primary School Leaving Certificate (1998)

**PROFESSIONAL QUALIFICATION WITH DATES:**

Health Safety and Environment (HSE) (2012)

CELBMD Africa Executive Certificate in Public Speaking (2016)

 **COMPUTER SKILLS:**

Proficient with computer applications such as Ms word, Ms Excel, Power point Internet e.t.c.

**CAREER ACHIEVEMENT:**

Developed human resources application for fertilizer usage on farm, thereby reducing the number of errors by 70%.

**WORK EXPERIENCE:**

* **Lautech Farms, Ogbomoso,** Nov 2009-Mar 2010

Oyo state, Nigeria.

Post: Assistant Administrative Intern

Duties Performed:

\*Helped in the areas of management of resources by using my knowledge of economics.

* **Guaranty Trust Bank,** Jun 2010-Dec 2010

4, Commercial Road Apapa,

Lagos state, Nigeria.

post**:** Transaction Service Unit Intern Officer.

Duties Performed**:**

\*Helped in issuance of draft thereby taking the drafts for signing by signatory A and B

\*Assisted my supervisor with signing of shipping documents by giving it to the authorized

 signatories of the bank and also worked as a cashier.

* **Creative Quality Secondary School Ugwolawo**, Aug 2012-Jun 2013

Kogi state,Nigeria.

Post: Economics Teacher

Duties Performed:

 \*Worked as an economics teacher and was able to help the student understand some basic principles of economics according to the syllabus.

* **Aquila and Priscilla Land Brokers Limited.** 2014 – Till Date

Lagos state,Nigeria.

Post: Client Service Manager

Duties Performed:

 \*Set smart and workable goals for the realization of sizeable market share and growth in the business.

\*Make suggestion regarding products services packaging.

\*Workout an approach to pricing and suggest prices for product/services.

\*Implement appropriate strategies by selecting,sequencing and targeting marketing goals techniques,deadlines and target success evaluation method.

\*Advice clients and staff on a wide range of risk and independence issues.

 **HOBBIES:**

 Reading, writing, meeting people and listening to news.