

**ADETOUN**

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DUBAI-U.A.E

**OBJECTIVE**

To be productive and effective at work and being able to desire prompt and conditions service to the customers and contribute the skills & education I have acquired into achieving the Organizational goals.

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| **PERSONAL DETAILS** |  |  |
| Nationality | : | Nigerian |
| Gender | : | Female |
| Marital Status | : | Single |
| Date of Birth | : | 22/03/1984 |
| Languages | : | English & French |
| Visa Status | : | Visit Visa |
| **EDUCATIONAL QUALIFICATIONS** |  |
| **HIGHER EDUCATION:** | University of Ado Ekiti, 2010 |
|  |  | Bachelors of Arts |
| **SECONDARY EDUCATION:** Federal University of Technology Akure, 2004 |
|  |  | Staff Secondary School |
| **WORK EXPERIENCE** |  |  |
| **Company Name** | **:** | **Awake Interlink LTD, Nigeria** |
| **Period** | **:** | **2015-2018** |
| **Position** | **:** | **Sales Executive / Customer care Representative** |

* Welcoming customers with great pleasure.
* Present Products & Services, answer questions and suggest the best package for them.
* Delivering products & Services and accept payments.

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| **Company Name** | **:** | **A-3 Restaurant, Nigeria** |
| **Period** | **:** | **2013 - 2015** |
| **Position** | **:** | **Waitress** |

* Welcoming Guests
* Demonstrating Menu Knowledge
* Taking Orders
* Ordering Stock (where applicable)
* Taking and Handling Complaints
* Ensure guest satisfaction

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| **Company Name** | **:** | **Kingdom Mandate School , Nigeria** |
| **Period** | **:** | **2011 - 2013** |
| **Position** | **:** | **Educational instructor** |

* Prepare and plan instructional activities that facilities active learning.
* Develop schemes of work a lesson plan
* Establish and communicate clear objective for all learning activities.
* Prepare classroom for class activities.
* Use relevant technology to support instruction.
* Provide a variety of learning materials for educational activities
* Observe & evaluate students performance and development
* Assign and grade class work ,homework and test
* Provide appropriate feedback on work

**SKILLS**

Excellent communication and writing skills.

Ability to use Microsoft Office (Word ,Excel)

Ability to use Peach tree Accounting

Ability to work under pressure

Highly intellectual

**PHILOSOPHY**

Nothing is impossible a human been can overcome any challenge in life

**DECLARATION**

I hereby inform that the above statements are true to the best of my knowledge and belief. I request you to give me an opportunity to serve under your esteemed organization. If I am selected, I assure you that I will discharge my duties to the entire satisfaction of my superiors.

Thanking you