

ADERINBOYE

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**OBJECTIVE**

To become the best in what I do and contribute my knowledge towards making the organization I work with, a leading one in the economy and to deliver excellence to any organization culture involved in. at the same time improving my human resource, management administrative and communication skills.

**SKILS AND COMPETENCES**

* Strong relationship building skills
* Good interpersonal skills and works well in a multicultural environment
* Excellent communication skills
* Ability to meet tight reporting schedule
* Creative innovation and adapt easily to new situation
* Excellent ICT skills
* Good in Microsoft office suite
* Results oriented

**EDUCATIONAL BACKGROUND:**

2013 University of Nigeria, Nsukka Enugu State

*Bachelor of Science in Education (Economics)*

2009 Local Government Secondary School, OhianaOkene. Kogi State

*Secondary School Certificate Examination*

2002 Adeolu Nursery & Primary School, Owo Ondo State

*First School Leaving Certificate*

***PROFESSIONAL QUALIFICATION***

* Emirate fire and rescue company training 2017
* Project management 2016
* Entrepreneurship development 2015

**PROFESSIONAL EXPERIENCE**

Adenuga & son Company Limited, Daura katsina state sep 2013 – jun 2016

Administrative Assistance

* Prepare presentation, reports, and documents
* Reporting skills and administrative writing skills
* Ability to manage processes and analyze information
* Excellence organizational skills with high attention to detail
* Problem solving skills
* Excellent communication and interpersonal skills needed along with a ‘Can Do’ attitude
* Ability to multi-task and change direction quickly
* Be a team-player and be able to work on initiative in a dynamic and challenging environment
* Ability to demonstrate initiative and honed organization skills
* Manage calendars
* Scheduling appointments and managing social medial and general staff support
* Manage small project and help define new operational strategies
* Conducting research

**LANGUAGE SPOKEN**

* English and learning Arabic

**HOBBIES**

Reading, Sport, Travelling and Meeting people