

ADEBANKE ODUNAYO OMIDIJI

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NO 7 ANFAANI ST.
AJANAKU CRESENT IB.
Ibadan Nigeria
3/Jan/1996

Summary

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth

Education

Obafemi Awolowo University

2014 - 2019

B.sc Biology

Obafemi Awolowo University graduate take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to our world.

Experience

Federal College of Forestry Ibadan

2020 - 2022

Secretary/Computer Analyst

- . Help in transplanting of seedlings and potting
- . Prepare the time table for the students
- . Type exam questions
- . Mark exam scripts
- . Run errands
- . Keep records

Adelak Nigeria Limited Ibadan

2019 - 2020

Skills

Business orientation, Honesty, Good listener, Attention to details, Success and results craven, Punctuality Microsoft office Pro-efficient, Team management, Team work, Goal oriented. Excellent Numeracy and IT skills Open minded and Non-judgmental

Languages

English, Yoruba,

Interest

Music, Travelling, Reading, Sports, Tourism

References

Available on Request

Awards

Staff of the month @ Adelak Nigeria Limited

Sales Representative

- . Create a standard link between the company and its client
- . Look out for potential customers and business partner
- . Send in Daily and Weekly Reports
- . Keep good relationship with customers
- . Recieve orders and send in invoice
- . Gives feedback of any observations or complaints from customers and client.

Staff of the month@ Federal
College of Forestry Ibadan

Social Profile

Facebook:

omijidiadebanke