

► **Salaudeen Oyindamola Islamiyat**

Boluwaji, Ibadan, Oyo State

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Personal information

Date of Birth:	10th Feb 2001
Marital Status:	Single
Sex:	Female
State of Origin:	Oyo state
LGA of Origin:	Oluyole
Religion:	Islamic
Nationality:	Nigerian

Career summary

As a passionate and adaptable Science Laboratory Technology graduate, Islamiyat brings a dynamic blend of analytical skills, scientific curiosity, and a willingness to explore various career avenues. With a solid foundation in laboratory techniques and a natural aptitude for problem-solving, I am poised to excel across diverse fields.

Education

National Youth Service Corps (NYSC) Kwara State Polytechnic, Ilorin	2022-2023
Higher National Diploma (HND) Kwara State Polytechnic, Ilorin Public Administration	2020-2022
National Diploma (HND) Kwara State Polytechnic, Ilorin Public Administration	2017-2019

Experience

October 2022- Present **Ministry of Health, Oshogbo** **Youth Service**

- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Manage office supplies stock and place orders
- Update office policies as needed
- Maintained a company calendar and scheduled appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails, and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

June 2018- December 2019 **Odo-ona Elewe Health center** **Marketing Intern**

- I spend dedicated time observing experienced educators and leaders as they conduct classes, workshops, and community events
- Under the guidance of knowledgeable educators, I assist in facilitating educational activities such as Quranic studies, Islamic history lessons, and discussions on ethical values. This involvement helps create an enriching learning environment for fellow students and participants.
- I collaborate with the center's team to organize events, workshops, and seminars that promote Islamic teachings, interfaith dialogue, and community service.
- In addition to educational responsibilities, I provide support with administrative tasks such as maintaining attendance records, managing event registrations, and assisting in the preparation of teaching materials.
- I actively engage with the local community, participating in outreach efforts, charity initiatives, and collaborations with other organizations.

Technical Skills

- Document Management System (DMS)
- Microsoft Suite Proficient (Excel, Word, and PowerPoint)

Interpersonal Skills

- Good customer relationship service
- Multitasking

- Decision Making
- Good communication skills
- Time Management

Reference

Provision on-demand