ALAKIJA TOLUWANIMI MARGARET

No 3 Okeolu Street, Iponrin, Surulere. Lagos state

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**Bio Data**

Date of Birth: September 21, 1995

Sex: Female

Marital Status: Married

Nationality: Nigeria

State: Ogun State

Career Summary

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To seek a challenging career position and opportunities in order to gain and leverage cross-functional experience, business, analytical and technical skills and in to make significant contributions to the organization. To be a part of a vibrant team where my potentials can be exploited to the maximum, ensuring my future progress with the growth of the organization.

Key Skills

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* **Software:** Advanced MS Excel, MS PowerPoint, MS Word
* **Organization:** Strategic Planning, Goal Setting, Creativity, Multitasking, Problem solving
* **Communication:** Excellent Speaking and Writing Skill, Listening
* **Leadership:** Listening, Delegation, Teamwork, Goal setting, Time management.

Work Experience

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Community Grammar School Mokola, Ibadan Oyo State **(2017 – 2018)**

Assistant English Teacher for Junior Secondary School **(NYSC)**

• Assistant English Teacher for Junior Secondary School

• Part of teacher invigilators for the school internal exam and Junior WAEC

• Assisted in preparing students report card for the supervising teacher.

• Communicate with parents about students’ progress

• Prepare students for standardized tests required by the state

• Develop and enforce classroom rules

• Supervise students outside of the classroom

Calvary Rock Resources, Ikenne Remo, Ogun State (May 2018 – September 2018)

**Sales Representative**

* Attending sales meeting
* Promote products and services
* Attending to complaints
* Communication and correspondence
* Identify buyer persona profiles

First Bank Nigeria, Lagos state (2020-2022)

* Customer service representative
* Resolves product problems/handle complains
* Collect customers feedback
* Respond to customer reviews
* Generate sales
* Keep records of customer interaction, process customer account and files

Education

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**National Youth Service Corps (NYSC)** (May 2017 – April 2018)

**Olabisi Onabanjo University, Ago Iwoye. Ogun State** (2012 – 2016)

Bachelor of Arts (B.A) English (Second class lower division)

**O&A Academy, Ikenne-Remo, Ogun State**  (2005 –2011)

Senior Secondary School Certificate (SSCE)

**Rock Foundation Nursery and Primary School** (2000-2004)

Primary School Leaving Certificate (PSLC)

**Professional Certificate YALI Networking**  (2018)

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* Management strategies for people and resources

Projects

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* Stylist Analysis on Newspaper (2016); Final year project for Bachelor of Arts

References

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**Available on request**