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**4 Adewakun Avenue, Abayomi Street, Opp. Hillcrest Academy Iwo Road Ibadan**

# **ADEYEMI OPEYEMI SUSAN**

## **CAREER OBJECTIVE:**

To be a very disciplined individual working with a highly skilled team with an ambition to pursue a career in an intellectually stimulating and professionally challenging organization that promotes merit and place premium on continuous personnel development

## **BIO - DATA:**

Sex: Female  
Marital Status: Single  
Date of Birth: 18<sup>th</sup> October, 1989  
Nationality: Nigerian  
State of origin: Ondo  
Local Govt. Area: Owo

## **EDUCATIONAL QUALIFICATION WITH DATE**

<b>National Youth Service Corps Discharge Certificate (NYSC)</b>	<b>[2015]</b>
<b>Adekunle Ajasin University, Akungba Akoko Ondo State.</b>	<b>[2013]</b>
B.Sc. (Hons.) in Geography & planning science (Second Class Lower)	
<b>Owo High School, Owo Ondo State</b>	<b>[2008]</b>
Senior Secondary School Certificate (SSCE)	
<b>Ifon Comprehensive High School, Ifon, Ondo State</b>	<b>[2006]</b>
Senior Secondary School Certificate (SSCE)	
<b>Federal University of Technology Akure (FUTA)</b>	<b>[2006]</b>
Executive Certificate in Computer Data Processing (CDP)	

## **WORK EXPERIENCE**

## **DATE**

**Airtel Nigeria (Outsourced to Tech Mahindra 5<sup>th</sup> & 6<sup>th</sup> Floor, OPIC Tower Abeokuta)**

**March 2015 – Till Date**

➤ *Customer Service Agent*

✓ Attending to calls for enquires from Airtel Nigeria Customers and providing necessary information needed

- ✓ Attending to complaints from Airtel Nigeria Customers and providing first hand resolutions where applicable
- ✓ Attending to request from Airtel Nigeria Customers
- ✓ Maintains communication equipment by reporting malfunctions

**National Youth Service Corps**

**March 2014 – Feb. 2015**

*St. Barnabars Academy Abiodun Daramola Street, Old Ife Road Iyana-Agbala, Ibadan, Oyo State*

- *Instructor/Subject Teacher*

**Independent National Electoral Commission (INEC)**

**August 2014**

- *Adhoc Staff (INEC PVC Registration in Ibadan, Oyo State)*

**Akin Olaifa & Company: (Quantity Surveying, Property Agent & Real Estate)**

**April 2013 – Feb. 2014**

92, Oyemekun Road Opposite Ministry of works Akure, Ondo State

- *Desk Officer*

**Ondo State Ministry of Works**

**Feb. 2011 – July 2011**

Bye-pass Oyemekun road Akure, Ondo State

- *Trainee (IT)*

**National Primary Healthcare Development Agency**

**January 2009 - Feb. 2011**

- Casual/hire staff for routine polio immunization in Isua-Akoko, Ondo State

**SKILLS/COMPETENCIES**

**Job Management Skills**

- Punctuality and reliability
- Sound inter-personal relations
- Ability to analyze and research information
- Ability to work with combined efforts and ideas (synergism)
- Ability to work with minimal supervision
- Good communication skills with critical reasoning ability

**Other skills**

- Problem solving ability, Multi-tasking, Data entry skills, strategic and possibility

**HOBBIES:**

- ❖ Travelling, reading, listening to music and cooking