

# UGBODOVON JEMIMAH GIFT

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## PROFILE

To work in an intellectual stimulating, challenging and competitive environment where the best of my ability will be put to use, contributing to the attainment of organizational objectives as well as personal development and achievement and also support manager in handing daily activities in an organization

## IT SKILLS

- Medium level of computer proficiency in
  - Microsoft Office Software Packages

## CORE COMPETENCIES

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- Good understanding of accounting, business as well as financial issues and also familiar with clerical and administrative tasks
- Effective communication, customer service and negotiation skills
- Ability to work and coordinate in team environment
- Good supervisory monitoring skills
- Excellent knowledge of customers relations and ability to work under stress
- Ability to solve problems with ease, hardwork and tolerance
- Computer literacy with proficiency in the use of Microsoft office suite.
- Ability to relate well with customers and other co-workers

## CAREER HISTORY

### ELALAN CONSTRUCTION COMPANY

JULY 2020 till date

- Keep records on daily expenses used in running the site
- Prepare vouchers on each item bought on site
- Ensured daily submitting of vouchers to the manager
- Prepare reports on important information and update

### MTN NIGERIA, OSOGBO, OSUN STATE (Field sales Rep)

February 2020 – June 2020

- Keep record of all the MTN agents and retailers within the region
- Prepare reports on important information and update
- Ensured a daily visit to all the agents and retailers
- Ensured to recruit more retailers on a daily basis

### FEDERAL UNIVERSITY OF AGRICULTURE ABEOKUTA (NYSC)

January 2018 – October 2018

- Ensured the maintenance and improvement of the schools standards by seeking further training, guidance and skills development
- Helped the students to understand the curriculum packages in and out of the classroom
- Acted as a teacher to students as allocated by the principal
- Ensured the completion of the training curriculum for each class assigned to me and to conduct internal examination

**GIONEE NIGERIA, IBADAN, OYO STATE (Sales Promoter)**

**November 2016 – June 2017**

- Prepare reports on important information and update.
- Ensured that sales of phones are made daily
- Promotes a helpful and courteous atmosphere to customers and workers
- Keep record and account of item sold
- Ensured eye contact with the customers and a customer relations.

**EDUCATIONAL QUALIFICATION**

<b>University of Ibadan, Oyo state</b> BSC Educational Management	<b>2016</b>
<b>Emmanuel Alayade College Of Education.</b> NCE,	<b>2011</b>
<b>Smith International Baptist academic, Ogbomosho, Oyo State.</b> Senior School Certificate Examination	<b>2008</b>
<b>Omolola Nursery and Primary School Ogbomosho, Oyo State</b> Primary School Leaving Certificate	<b>2003</b>

**PERSONAL**

- **Status:** Single
- **Hobbies:** Writing, Travelling, Reading, Laughing and Cooking

**REFERENCES**

**Doctor Jacob Durojaiye**

Director at Federal College of Education Oyo Special Oyo State  
08033655501

**Doctor Ayo Akinade**

Lecturer of Federal College of Education Oyo, State Department - Science  
08035586538

**Mr. Kehinde Michael**

Lecturer at Federal College of Education Oyo State Department – Science  
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