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| **Curriculum Vitae** |  |
| Personal information |  |
| Name | **ADEKOYA** Gbeminiyi Christianah |
| Address | 3,Ebunolorun street off Olaniyi street,Pedro,Lagos State, Nigeria. |
| Telephone | Cell: +2347033290946 |  |  |
| E-mail | [gbemiforreal@gmail.com](mailto:gbemiforreal@gmail.com) |
| Date of birth | 18-06-1989 |
| Gender  Status | Female  Married |
| Objective | Toapply myself to a challenging and dynamic environment of professionals that encourages innovative thinking and behaviour, while offering me exceptional opportunities for self-development and career advancement. |
| **Work experience**  2018 July-Till date  Name and addressof Employer  Post held  Responsibilities  **2016 – 2018 May** Name and address of  Employer  Position held  Responsibilities  **2014 - 2015**  Name and address of  employer  Position held  Responsibilities | **Venta Integrated Service Limited**  62,Kasunmu Oladipo street,Off Allen Avenue, Ikeja. Lagos  **Supervisor ( Pre- Selling Dangote Cement)**  **\*** Day to day supervision of presellers’ activities in order to reach to the nooks& cranny of their designated territories.  \* Fulfilment of daily orders generated by presellers.  \* Verification of new outlets created by Presellers, while forward them to my Relationship Officer(RO) for acknowlegement.  **\*** Taking records of the daily sales of Presellers,and compiling them for weekly report to my superior.  **\*** Attending to the existing distributors and helps in selling product,also enlighting them (when neccessary) on product display  **\*** Checking on their Sales record book and educating them on proper usuage and the advantage.  **\*** Weekly Team Meeting.  **Sagamu Microfinance Bank ltd**  67,Ewusi street,Makun,Sagamu,Ogun state  Branch Supervisor (Sapon Abeokuta Branch)  **\***Following up on new customers in Abeokuta.  **\***Attending to existing customer’s request, complaints and assistance on account opening  **\***Driving the Marketing department to meet and exceed individual weekly and monthly targets  **\***Follow up our new and existing customers  **\***Evacuating from and into bank  \*Ensuring Till Balance  \* Ensuring the closure of the bank premises.  **HOTEL DE ESKAY**  1/5 Onafowokan Avenue,Makun,  Sagamu, Ogun state.  Account Officer  \*Preparing salary of the staff with excel  \*Handles accounts of the company.  \*pays salary to the staff.  \*Evacuating cash and cheques to the bank.  \*Evacuating cash from bank.  \*Make recommendations according to customers need to the MD. |
| **Oct 2012-2014** |  |
| Name and address of employer | **Eskay 1st contact Tax consult**  1/5 onafowokan Avenue,Makun,Sagamu. |
| Position held | Office assistant |
| Responsibilities | •Printing out all neccessary doccument from Chairman’s mail.  •Assist to achieve a sales quota on the company products  •Handles the delivery of letters to clients.  •Assist in typing doccuments such as letters on microsoft word |
| **2010-2012** |  |
| Name and address of employer | **MRS Filling staion**  5, Ajegunle Road,Ore  Ondo state |
| Position held | Accountant/Supervisor  **\***Dipping for accurate measurement with the pump.  \* Oillage of the tanks to ensure the products tally before discharge. |
| Responsibilities | • Follow up customer inquiries/needs. |
|  | • Handles the cash and evacuate them to the bank  \*Pays the staff salary  \*Pays the bills of the company. |

**Educational**

**Qualification**

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| **1) Dates** | 2015-2021 | |
| **Education and training** | *Bsc Environmental Science and Resource Management (in view).* | |
| Name of Institution | National Open University of Nigeria. | |
| **2) Dates** | 2008-2010 | |
| **Title of qualification awarded** | *National Diploma In Water Resources Management and Sanitation.* | |
| Name of Institution | Ogun state College of Health Technology,Ilese,Ijebu Ode.Ogun State | |
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| **3) Dates** | 2002-2008 | |
| **Title of qualification awarded** | *Senior Secondary School Certificate (S.S.C.E)* | |
| Name of Institution | Abeokuta Girls Grammar School,Onikolobo, Abeokuta. Ogun State | |
| **5) Dates** | 1996-2002 | |
| **Title of qualification awarded** | *First School Leaving Certificate.* | |
| Name of Institution | St.Bernedettes Nursery and Primary School,Onikolobo,Abeokuta | |
| **Key skills and competences** | • Ability to impact knowledge.  • Good communication skills.  • Attention to details..  • Continuous improvement, flexibility and integrity  •Team Player.  •Enjoys job functions with constant evaluation of learning.  •Ability to learn fast. | | |
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| **Computer skills and**  **competences** | Computer literate, possess knowledge of Microsoft office applications and other computer applications | | |
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| **Additional Information**  Hobbies | • Listening to Music  •Travelling.  **•**Social Relations/Networking.  • Imparting Knowledge. | | |
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| **References** | Available on request. | | |
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