# RUFAI, OMOTOLA ABIODUN

**Career Objective**

Being a highly self-motivated and goal oriented individual, looking forward to contribute the best of my quota to the development of this organization and maximizes my skills.

**Personal Contact Information**

**Full name: Rufai, Omotola Abiodun**

**Gender: Female**

**Date of Birth:** 7th April, 1994.

**State & L.G.A:** Lagos, Alimosho Local Government

**Nationality:** Lagos State, Nigeria.

**Contact Address:** 23, Ode Community Isinigbo, Ado Ekiti Road, Akure, Ondo State

**Email/Phone Number:** rufai4best@gmail.com / 08168507441

**Marital Status:** Single

**Academic Qualification**

**Higher National Diploma (HND) in Business Administration & Management 2013 – 2015**

Chartered Institute of Commerce of Nigeria

**National Diploma (ND) in Business Administration & Management 2011 – 2013**

Osun State Polytechnic, Iree

**Senior School Certificate Examination (WAEC) 2002 -- 2008**

Tadey International College, Alimosho, Lagos State

Nice Credits with credit in English language and distinction in Accounting

**First School Leaving Certificate (FSLC) 1996 - 2002**

Femba progressive schools, Isefun Ayobo Lagos State

**Working Experience**

**Best Solution Polytechnic, Akure Ondo State 2016 – Till date**

**Secretary to the Rector**

**Bank of Industry, Akure, Ondo State 2013– 2015**

**Secretary**

Role: Typesetting of documents and carrying out other assignment as assigned

**TITA International Group of Schools, Ishefun Ayobo Lagos State Dec 2012 – Mar 2013**

**Secretary: Student industrial work experience scheme (SIWES)**

Role: In charge of recording of inward and outward documents

**Femba International Group of Schools, Ishefun Ayobo Lagos State** [**2009 – 2011**](https://www.linkedin.com/search/results/all/?keywords=The%20Professional%20Institutes%20(TPI)%20Learning%20Centre&lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base%3BeGcnZsvDS6GkyX1EjdBi9g%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_flagship3_profile_view_base-background_details_company)

**Bursar**

Role: In charge of collecting of student’s school fees and issuing receipts and typing of documents

**Elizema Nigeria Company, Ishefun Ayobo Lagos State 2009 – 2011**

**Sales Representative**

Role: In charge of sales and distribution of imported machine tools, carrying out of market research and customer survey and taking of stock inventories

**Strength**

* Computer Literate
* Ability to work well with little or no direct supervision
* Ability to multitask.
* Ability to work well under pressure
* Good interpersonal and negotiation skills

**Computer Skill**

* Microsoft word and internet / Microsoft Edge

**Interest**

Reading, Playing football and meeting people

**Referees**

##### **1. Pastor Olanrewaju Oladejo Olayinka**

MFM Zonal H.Q Akure Idanre Road, Ondo State

**2. Feyiyemi Akinkuehin**

Teacher

Civil Servant

Idanre, Ondo State

07065533532

**Signature and Date**