**CURRICULUM VITAE**

**ODENIYAN OLUWATOSIN COMFORT**

**ADDRESS:** 7, Olatunji Street, Oyemekun, Ifako Ijaiye, Lagos State.

**TEL:** 08023386148, 08060585140.

**EMAIL:** oluwatosinhadasah@gmail.com

**OBJECTIVES:** I am currently looking for a position in a work environment which offers great challenge to achieve goals, where I can be a team member to ancipate and meet the challenge arising in the work or business environment and use my knowledge and skills to help the company efficiently and productively.

**PERSONAL DATA:**

Date of Birth: April 6th, 1999

Sex: Female

Marital Status: Single

Place of Birth: Lagos State

State Of Origin: Osun State

Religion: Christianity

Nationality: Nigerian

**STRENGTH:**

Excellent verbal communication

Excellent listening ability

Excellent secretariat support

Ability to co-ordinate and manage both the human and material resources in the organization.

Ability to accommodate people outside and inside the organization

Ability to arrange sort and file correspondence

Ability in Ms Office package, Ms Word

Knowledge in Ms Excel

Knowledge in HTML CODES.

Customer focus

**EDUCATIONAL BACKGROUND WITH DATES:**

Yaba College of Technology, Yaba Lagos. 2017-2019

Lagos African Church Grammar School 2008-2014

Kelvin Kiddies Schools 2001-2008

**CERTIFICATES OBTAINED WITH DATES:**

OND Office Technology Management 2019

Senior Secondary School Leaving Certificate 2014

First Leaving Certificate 2008

**SPECIAL SKILLS:**

Diploma in Catering 2015-2016

**WORK EXPERIENCE:**

God’s Excellent Harvesters School. 14, Baba Ibeji Street, Ijoko, OgunState.

**Position Held: Class Teacher** 2014

Havilah Land of Gold School. 3, Form bus-stop, Agoro, OgunState.

**Position Held: Class Teacher** 2015-2016

Lagos State Council of Arts and Culture.

133, Obafemi Awolowo Way Ikeja.

**Position Held: Assistant Secretary** 2018

Celestial Church of Christ, Oluwaloseyi Olope Parish.

3, Mufutau Street, Ilupeju, Mushin, Lagos.

**Position Held: Sunday School Teacher** 2018-till date

Intelics Solution Limited

5, Yinka Oba Industrial Estate, Surulere Industrial Road. 2019

**Position Held: Data Inventory/Scanning & Tagging**

**HOBBIES:**

Reading, Typing and Singing

**REFEREES:**

**MR. OLORUNFEMI SUNDAY**

08106979252.

**MR. OLADIPUPO RAPHAEL**

07069494978.

**SUP/EVAN/ ADUBIARO MICHAEL**

08028081711.