

CONTACT

MORUFF IS A AYINLA

@ hanimasahun@gmail.com

☎ 07065059901

📍 Oluwole, Iseyin

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

2015 - Till present

◦ Adekoruku Enterprises

Office Assistant

- answering calls, taking messages and handling correspondence.
- Record accounts invoices and payments
- Take stock
- maintaining diaries and arranging appointments.
- typing, preparing and collating reports.
- filing.
- managing databases.
- prioritising workloads.

EDUCATION

2019

◦ The Oke-Ogun polytechnic, Saki

Public Administration / HND

2016

◦ The Oke-Ogun Polytechnic, Saki

Public Administration / OND

2014

◦ Faith Education International

Basic Information and Technology / Professional Diploma

SKILLS

- Computer litrate
- Active listening
- Time management
- Problem solving

ACTIVITIES

- General secretary to the Federation of Iseyin local government Students Tops chapter from 11/2018-11/2019
- Member, Junior Chamber International. 08/2018-11/2019
- Member, Young Minds for Good Stewardship, Community and Peace Building. 08/2019 till present
- Center for Development and Democracy (CDD), 2019 Presidential election observer.