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**ALEGBELEYE ABIODUN T**

2 Yewande Avenue Ilu-la, Sijuwade

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talegbeleye@unimed.edu.ng

**Personal Data**

**Date of Birth**: Dec 19, 1980   
**Sex**: Female

**Marital Status**: Married

**Nationality**: Nigeria

**Education**

Secondary School Certificate Examination **2003**

**Work Experience**

**University of Medical Sciences, Ondo 2019-Till date**

Hall Porter

**Responsibilities**

* Ensure a high standard of presentation and tidiness in the Hall of Residence
* Communicate with and respond to student needs in an appropriate manner
* Keep detailed records of communications with students when required and ensure accurate file notes are maintained. .

**House Mistress 2012- 2019**

Bolsanm International College

**Responsibilities**

* Ensure a high standard of presentation and tidiness in the Hostel
* Communicate with and respond to staff, parents and guardians in an appropriate manner
* Keep detailed records of communications with pupils and parents when required and ensure accurate file notes are maintained concerning pupils behaviours
* Keep school informed of absence , illness and appointments that involve pupils during the school hours

**Sales Representative**

Kibs Pharmacy Limited Akure Ondo State **2011/2012**

**Responsibilities**

* Management of stocks and sales.
* Keeps management informed by submitting activity and results report
* Recommends changes in products, service and policy by evaluating results and competitive development
* Resolves customer complaints by investigating problems, developing solutions, preparing reports and making recommendation to management
* Provides historical records by maintaining record on area and customer sales

**Referees**

**Mr. Taiwo Kolawole Mr. Abraham Isaac**

Principal, Bolsanm International College, Sales Manager, Kibs Pharmacy Ltd

Akure Ondo State Akure Ondo State

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