**ADETARAMI,** GBENGA

**Personal Information**

Residential Address: 7, Medayese st. Oke-Aro - Akure, Ondo State.

State of origin: Ondo State,

Date of Birth: 30th June, 1986

Mobile Phone: 08030678809

E-Mail Address [**phemmygb@gmail.com**](mailto:phemmygb@gmail.com)

**Career Objective**

To be part of an organization where my potentials, skills and education will be maximally utilized to add value and contribute positively towards the progress, income, public image, management objectives and overall growth of the organization that focuses on setting the trends in its industry.

**Profile**

A pace setter, result oriented, goal driven, energetic, resourceful, committed and dedicated person with strong leadership, interpersonal, organizational skills who delivers on core organizational goals.

**EDUCATION**

* **HND Accounting Our Savior Institute of Science, Agriculture and Technology Enugu, Enugu State. (2007-2009)**

**Credit**

* **ND Accounting**

**Ondo State Polytechnic, Owo, Ondo State. (2004 – 2006)**

**Credit**

* **National Examination Council (NECO)**

**Prospect High School, Akure, Ondo State (June 2002)**

* **Primary School Leaving Certificate**

**Police Children School, Akure, Ondo State (June 1996)**

**Computer Education**

* Proficiency in Microsoft package
* Hardware Maintenance

**Training and Seminar**

* Customer Service Excellence Training; Contact Centre Service Consulting Services CSCS
* Participated in the United Nations Volunteer Capacity Building initiative on Millennium Development Goals (MDGs)

**WORK EXPERIENCE**

**Standard English Education September 2014 – Till Date**

**Phonics facilitator**

Teaching of basic academic skills, including letters recognition, phonics and phonemic awareness

**Tasly World Co Limited September 2011 – August 2014**

**Sales Representative**

Establishes, develop and maintains business relationships with customers, planning and organizing sales strategy.

**National Youth Service Corp (NYSC) Anambra State July 2010 – June 2011**

Nnamdi Azikiwe University, Awka, Anambra State - Librarian Assistant

**Electoral Presiding Officer:** General Election April 2011**.**

**RESPONSIBILITIES:**

* + - * Receive sensitive and non-sensitive election materials
      * Setting up and opening of the polling station for accreditation and voting
      * Sorting and counting of ballots papers
      * Recording of votes

**Telux Group of Companies, Ibadan, Oyo State January 2007 - 2008**

**Administrative officer**

**Industrial trainee:**

* The maintenance of day to day financial, accounting, administrative and personel services
* Supervise administrative service within the municipal office
* Administer employee files and records in order to ensure accurate payment of benefits and allowances
* Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

**SKILLS**

### Result oriented

* Good interpersonal skills
* Good communication skills
* Team building and Team work.

**INTEREST:** Reading, Travelling and Playing chess game.

**REFEREES**

Mr. Amos Ajanaku Mr. Martins Ojeneye

OSISATECH Polytechnic Transaction Service Group

Enugu. Ife, Osun State.

Tel: 08035629706 Tel: 08035323406

martins.ojeneye@gtbank.com