

**DODO SHERIFAT BOLANLE**

Rd. b No 8, Olaseun Avenue Agbala, Ondo City, Ondo State

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**CAREER OBJECTIVE:** I will like to impact my skills in your organization. To maximize profit/benefit in a competitive working environment where high standard are required through productivity.

To be involved in strategic and operational planning that is consistent with the organization's overall goals

**BIO DATA**

Sex	Female
Date of birth	14 <sup>th</sup> august 1984
Marital status	Married
State of origin	Ondo state
Place of birth	Ikare akoko
Local govt. area	Akoko North East
Nationality	Nigerian

**EDUCATIONAL BACKGROUND WITH DATE:**

Eminal Mixed Nursery and primary school ,benin city Edo state	(1991-1997)
Unity Secondary school ,Epinmi-Akoko ,Ondo state	(1997-2003)
Ekiti State university, Ado-Ekiti, Ekiti state	(2006-2012)
Rudies Computer Training School, warri , Delta state	(2012)

**QUALIFICATION OBTAINED:**

First Leaving School Certificate	(1997)
National Examination Council Senior school class	(2003)
B.Sc (Hon) Business Administration with Second class(upper division)	(2012)
Diploma in computer study	(2012)

**WORK EXPERIENCE/ JOB DESCRIPTION**

Distinctive academy /landmark academy	(2016-2017)
Rd 6 valetino ,ondo	

**JOB TITLE:** CLASS TEACHER

**JOB EXPERIENCE:**

- To impact knowledge
- Assessment of home work
- Moral training
- Physical hygiene of students

<b>IRIKEFE, OTUBU PARTNER CHAMBER</b>	(2012-2013)
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No 24, new layout street hospital road, expan, warri ,Delta state

**JOB TITLE:** SECRETARY

**JOB EXPERIENCE:**

- Computation and updating client's files.
- Using computer packages such as word, excel to document record
- Relating with clients and other stakeholders
- Procurement of stationary and other office materials

**EAGLE EDGE HOSPITALITY**

(2013-2014)

Oshopey plaza 3d floor, allen avenue ikeja lagos

**JOB TITLE:** BUSINESS DEVELOPMENT OFFICER

**JOB EXPERIENCE:**

- To train different course for all cadres of staff in hospitality industry
- To recruit a qualified and experience staff for hospitality
- Producing a marketable business plan
- To bring customers to the firm

**KOMCHOP NIGERIA AND CHINESE RESTURANTS**

(2013-2013)

No 81 Hospital road, jakpa, warri delta state

**JOB TITLE:** front office supervisor

**JOB EXPERIENCE**

- Engaging in using planning tools for various means to meet the demands of customers
- Using human relation as good working tools to work with my superior officers, colleagues, subordinates and customers
- Scanning environment for opportunities and threat so that organization can have competitive edge

**SKILLS AND ATTRIBUTES:**

- Good communication and presentation
- Social and interactive
- Administration and motivational

**HOBBIES:**

Reading, singing and motivational