

ADEDEJI, OMOYENI ALICE

Academy express, Ibadan, Oyo State, Nigeria.

Tel: +2348106120162 | Email: alicemoyeni@gmail.com

PERSONAL INFORMATION:

Sex	Female
Date of birth	05/06
Marital Status	Married
State of Origin	Oyo State
Local Government Area	Oluyole

CAREER OBJECTIVE

Seek an opportunity to explore and be among the problem-solvers through the concept of entrepreneurship. To work as part of a team, learn and contribute to the growth of the company; through innovative, creative and intellectual based solutions that returns revenue to the stakeholders.

PROFESSIONAL SKILLS:

- Meticulous, efficient and fluent communicator.
- Versed in writing and verbal communication.
- Self-starting and creative ability to priorities.
- Leads generation.
- Self-management and follow through ability.
- Corporately cultured.
- Administrative, sales prospecting.
- Capable of working in a team to achieve result.
- Excellent communication, presentation and interpersonal skills.

EDUCATIONAL QUALIFICATION:

INSTITUTION	QUALIFICATION	DATE
Federal Polytechnic, Offa, Kwara State.	HND. Mass Communication (Upper Credit)	2017 -2019
Federal Polytechnic, Offa, Kwara State.	OND. Mass Communication (Upper Credit)	2013 -2016

Renascent High School,Ibadan, Oyo State.	Senior Secondary School Examination Certificate	2010 -2013
Community Central Primary School,Olode,Ibadan.	First School Leaving Certificate	1999–2005

TECHNICALSKILLS:

- Photography
- Microsoft Office tools
- Graphics Design with Canva

WORKEXPERENCE:

ORGANISATION	DUTIES	DATE
Serosoft Solutions Pvt ltd,India. (Edtech)	<ul style="list-style-type: none">• Make outbound calls to prospective clients	January2021

<p>Position:Business Developer / Customer service (contract)</p>	<ul style="list-style-type: none"> • Generate leads • Conduct Demo for prospective clients via video calls and explain the features of the company's product to the would-be customer. • Follow up on clients via messaging and cold calling. • Conduct Demo for prospective clients • Connect prospective clients with other team members in India via online Video meeting. 	
<p>Naijasec Educational Technologies</p> <p>Position: Customer Success Associate</p>	<ul style="list-style-type: none"> • Make outbound calls to prospective customers • Foster / maintain relationship with existing customers. • Connect with customers on video calls, cold calls, social media and text messaging. • Prepare reports to reflect progress. • Enter customer's complaints and details in the CRM 	<p>April2018-January 2021</p>
<p>National Youth Service Corps, Kotangora, Niger State.</p> <p>Position:Teacher</p>	<ul style="list-style-type: none"> • Teaches English Language 	<p>September 2019-October 2020</p>

Churchpalaba Media(personalblog) Position: Head of Content and marketing	<ul style="list-style-type: none"> • Conduct one on one Interviews for quality research • Find and develop story ideas for the website. • Manage other members of the team. • Advertise the website using Facebook sponsored ads. • I was able to make google adverts display on the website. 	April, 2018-Present
Personal Sales Position: Entrepreneur	<ul style="list-style-type: none"> • Buying and selling of educational materials • Buying, selling and sewing of clothing materials 	April,2014–January 2020
Nigerian Television Authority, Ibadan, Oyo State. Position: Mass-Communicator Intern	<ul style="list-style-type: none"> • Cover News Reporting • Research on News • Objectively interview source • Write News for the TV Station 	March –August,2015.

CERTIFICATIONS

- **Customer service and Telesales(2021)**

ISON xperiences.

- **National Youth Service (2020)**

National Youth Service Corps, Niger State.

ACTIVITIES:

- **Youth President**

Christian Church International Ogungbade branch(2020)

- **Public Relations officer**

Grace Baptist Church Offa(2016)

- **Reporter**

Print and Publication Department Federal Polytechnic Offa(2014-2019)

- **News and Feature Editor**

Print and Publication Department Federal Polytechnic Offa(2018-2019)

SEMINARS/TRAININGS:

- **Peer Educators Training Programme**
National Youth Service Corps(2010)
- **Junior Chamber International(JCI)**
Leadership training ,Offa (2016)
- **TEF ENTREPRENEURSHIP TRAINING**
Tony Elumelu foundation (2021)

- **Public Communication(Masterclass)**
Betterwhole Multimedia services(2021)

- **Sales prospecting**
Naijasec Educational technologies(2021)

HOBBIES:

- Learning new concept of doing things
- Internet Surfing
- Meeting new people
- Travelling and Socializing
- Public Speaking

REFEREES:

Mrs Oloja T. D Head
of School,
Lagelu Grammar School,Ibadan ,OyoState,Nigeria
Phone number:+2348060183861

Mr Adetunji Solomon
Lecturer
Federal Polytechnic Offa ,Kwara State,Nigeria Phone
number:+2348051501071
Email:adetunjisolomon@gmail.com