

AYODEJI PAUL LAWRENCE

CONTACT DETAILS

+234(0)9031809695, 09161939551

ADDRES:

51, Pipeline Street, Arida Bus top,
Ikotun, Lagos.

BIO DATA

Gender: Male
Date of Birth: 10 May2004
Status: single
State of Origin: Osun
Local Govt. :Odo Otin
Nationality: Nigeria
Religion: Christian
Language Spoken: English & Yoruba

HOBBIES

Handwork, Listening to Music
and football.

INTERESTS

Internet

REFERENCE

CAREER SUMMARY

To work with the existing staff and contributing the best of my knowledge and ability to improve the objectives and achieve materials goals and targets.

ACADEMIC QUALIFICATION

- CHIGOVIC PRIMARY &NURSERY SCHOOL

First School Leaving Certificate - 2021-2023

-SOLBETH HIGH SCHOOL, LAGOS, IKOTUN

Senior Secondary School Certificate (S.S.C.E) 2024-2025

SKILL

- Better communication and interpersonal skills
- Better critical thinking and problem-solving ability
- Effective time management and multitasking
- Highly proficient in Microsoft Office and computer applications

WORKING EXPERIENCE

- Managed daily administrative tasks including scheduling, filing, and correspondence. - 2025
- Maintained accurate records of client transactions and vendor interactions.
- Assisted in inventory tracking and basic bookkeeping.
- Prepared and submitted weekly reports to management.