AYODEJI PAUL LAWRENCE

CONTACT DETAILS

+234(0)9031809695, 09161939551

ADDRESS:

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

BIO DATA

Gender: Male
Date of Birth: 10 May., 2004 Status: single
State of Origin: Osun
State Local Govt. :Odo Otin Nationality:
Nigeria Religion:
Christian
Language Spoken: English & orubaY

HOBBIES

Handwork, Listening to Music and football.

INTEREST

Internet

REFERENCE

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

CAREER SUMMARY

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 Micrrosoft Ofe 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.