

AKINTUNDE, FUNMILAYO LINDA

Area E 2/11, Nyanya, Abuja | Nigerian | Ondo State | Female
akintundefunmilayo13@gmail.com | +234 806 0252 353 | +234 703 372 5422

PROFESSIONAL SUMMARY

Reliable and adaptable professional with experience in classroom teaching, customer service, reception, and administrative roles. Strong communicator who works well with colleagues and students, stays calm under pressure, and takes initiative with minimal supervision. Proficient in Microsoft Word, Excel, and PowerPoint.

SKILLS

- Clear oral and written communication
- Honest, dependable, and trustworthy
- Strong interpersonal and teamwork skills
- Works effectively under pressure
- Practical problem-solving ability
- Self-motivated and able to work with little or no supervision
- Proficient in Microsoft Word, Excel, and PowerPoint

LANGUAGES

Fluent in English and Yoruba

EDUCATION

Kogi State Polytechnic, Lokoja, Kogi State	2012 – 2013
Higher National Diploma (HND), Public Administration	
Kogi State Polytechnic, Lokoja, Kogi State	2009 – 2010
National Diploma (ND), Public Administration	
Methodist Senior High School	2000 – 2006
National Examination Council (NECO)	
Army Day Secondary School, Lokoja, Kogi State	2007
National Examination Council (NECO)	

WORK EXPERIENCE

Classroom Teacher	20 April 2026 – Present
<i>Nexyngold Schools</i>	
Admin / Cashier	April 2021 – February 2025
<i>Zoe Manual World, Garki, Abuja</i>	
Classroom Teacher (NPOWER Scheme)	October 2018 – September 2020
<i>Baki Ado Secondary School, Nasarawa</i>	
Shop Attendant / Sales Person	February 2018 – September 2018
<i>Beauty Home, Wuse 2, Abuja</i>	
Receptionist	April 2017 – December 2017
<i>Eskimo Suites, Maitama, Abuja</i>	
Classroom Teacher (NYSC)	2014 – 2015
<i>Agbo Achara High School, Ndeabo, Enugu State</i>	
Receptionist	2013 – 2014
<i>Hotel de Precious, Lokoja, Kogi State</i>	
Customer Service Officer	2006 – 2008
<i>Havillah Communication Limited, Lokoja, Kogi State</i>	

INTERESTS

Reading, travelling, and volunteering for charity work.

REFEREES

Mr. Obarau Rowland

CEO, Atinahu Ventures Ltd, Abuja
0803 590 4038

Mr. Salamis T. Ayokunle

Admin Officer, Trustfund Pensions, Central Area, Abuja
0816 450 8888