BOLATITO INUOLAJI

08135884485 | inuolajibolatito123@gmail.com

PROFESSIONAL PROFILE

Motivated HND graduate in Insurance with experience in administrative duties, secretarial work and teaching. Possesses communication, organisational and interpersonal skills, with knowledge of Microsoft Word and Excel. Seeking an opportunity to contribute to an organisation while developing professionally in insurance, banking, administration or customer service.

EDUCATION

Higher National Diploma (HND) in Insurance
The Oke-Ogun Polytechnic, Saki | 2024
HND statement of result available.

WORK EXPERIENCE

NYSC Teacher | Great Prince and Princess School | 2026–Present

- Teach Marketing and Social Studies.
- Prepare lesson notes and instructional materials.
- Maintain classroom discipline and assess students' performance.
- Communicate with students and colleagues.

Secretary | Baba Saki Herbal Mixture | 1 year

- Performed administrative and secretarial duties.
- Attended to customer enquiries.
- Managed records and documentation.
- Handled correspondence and supported daily office activities.

SKILLS

- Microsoft Word and Excel
- Communication and customer relations
- Administrative support and record keeping
- Organisation and time management
- Teamwork

NYSC STATUS

Currently serving; expected to complete NYSC in February 2027. NYSC discharge certificate not yet available.

CAREER INTERESTS

Underwriting, insurance operations, claims, customer service, administration and banking.

REFERENCES

Available upon request.