Ogunbade Kanyinsola Temitope

No. 10, Asese Bus Stop, Ibafo, Ogun State
09077243517 | kanyinsolaogunbade@gmail.com

Objective

Organised and dependable graduate with experience in client communication, record-keeping, and sales, plus a year of teaching service (NYSC). Seeking an administrative role where I can support daily operations and contribute to team goals.

Experience

- **Golden Citadel of Learning, Ibadan, Oyo State** 2025 - 2026
  Teacher (NYSC)
  Prepared and delivered lessons.
  Worked with colleagues to achieve academic goals.
  Assessed students' performance.
  Maintained classroom discipline.

- **Jiayou Outsourcing Limited** 2024 - 2024
  Loan Recovery Officer
  Contacted and negotiated with clients to recover outstanding loan payments
  Maintained accurate records of recovery activities and client communications
  Achieved recovery targets within set timelines

Education

- **Olabisi Onabanjo University Ago-Iwoye, Ogun State.** 2020-2024
  B.A. Yoruba

- **Saapade Grammar School, Saapade.** 2014-2019
  Senior Secondary School (SSCE).

Skills

- Teamwork • Communication Skills • Customer Service • Time Management • Attention to Detail

Reference

- **References available on request - ""**