PRISCILLA ILASHE ADEKOLA

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Abuja, Nigeria

CAREER OBJECTIVE:

A highly organized, honest and dedicated graduate, looking to secure a challenging position in a reputable organization to expand my learning, knowledge and skills, while making a significant contribution to thesuccess of the organization.

KEY SKILLS AND KNOWLEDGE AREAS:

- Proficiency in Microsoft application packages and Google Workspace
- Excellent organizational skills to work in teams
- Strong desire to learn fast and improve skills
- Excellent data handling and record keeping
- Good communication and time management skills
- Customer service skills
- Attention to details

WORK EXPERIENCE:

DATA OFFICER/ NURSERY TEACHER   **September 2021 – April 2023**
LEA PRIMARY SCHOOL, DUTSEN GARKI, ABUJA
- Registration and placement of pupils on the UBEB portal
- Reviewed and uploaded results of all classes onto the portal
- Online release of results and promotion of pupils
- Printing of pupils' academic reports
- Prepared lesson materials and delivery of lesson to pupils
- Evaluate pupils to measure progress towards academic achievements
- Prepared and provided academic reports

TEACHER (NYSC)   **November 2018 - November 2019**
GOVERNMENT DAY SECONDARY SCHOOL, BUDO-OBA, KWARA STATE
- Lesson planning and delivery
- Graded and recorded students' test and examinations
- Prepared Students' report cards

PERFORMANCE ANALYST (INTERN)   **May 2016 - Oct. 2016**
GEREGU POWER PLC, AJAOKUTA, KOGI STATE
- Organized and managed official records and correspondence
- Maintained complete activity logs of the running of the gas turbines
- Provided information and statistics of plant data to various departments within the plant
- Performed daily checks and reading of plant auxiliaries
- Collated data while ensuring accuracy and integrity of the data
- Carried out data analysis to measure the performance of the station's machines and equipment
- Prepared and submitted monthly reports to various agencies including NERC
- Assisted in creating the template for the station's Gas Reconciliation Report to monitor total gas consumption daily

COMPUTER OPERATOR/ CUSTOMER SERVICE OFFICER   January 2013 - December 2013
PESOKA COMPUTERS NIGERIA LTD, AJAOKUTA, KOGI STATE
- Performed daily control functions while documenting daily sales and activity
- Provided customer satisfaction services by assisting customers with basic computing tasks and operations,and required information
- Installed software, carried out required upgrades and troubleshooting network problems
- Responded to and resolved technical issues relating to system malfunctions
- Managed company and customers' emails
- Carried out internet research for customers on various topics and disciplines

EDUCATIONAL QUALIFICATIONS:

- **Bachelor of Science (BSc) in Industrial Mathematics and Statistics**   **2018**
  Enugu State University of Science and Technology, Agbani, Enugu State

- **National Diploma (ND) in Computer Science**   **2013**
  Federal Polytechnic, Idah, Kogi State

- **Senior School Certificate Examination (SSCE)**   **2010**
  ASCL Staff Comprehensive Secondary School, Ajaokuta, Kogi State

CERTIFICATION:

Quality Assurance and Quality Control – GSPDC   **2019**
Digital Marketing Fundamentals – IIDE   **2022**