# CONTACT

**Sheilah Abiodun**

Currently studying

 sheilah.dun@gmail.co m

 Linkedln.com/sheilah nhira

**SUMMARY**

* Female  15th July, 1975  South Africa

**A language translator, writer** and an author of books. Has written Books and E-books online on Amazon, Barnes & Noble and Goodreads.

**Translation in Different languages**

 - Spanish to English

- Dutch to English

- Italian to English

- From English to other lanugages

**Copywriting and Transcribing**

* Can transcribe words to other languages.
* Can transcribe texts to words
* Language translation

**PROFESSIONAL EXPERIENCE**

**Writer, Editor and Publisher**

**Charis Missionary Church**

Jan 2015 - Dec 2020

**Duties**

* Working in the Ministry on a part-time basis.
* Compiling the manuscripts translating in different languages.
* Typing books and designing the book covers.
* Editing and proofreading the books.
* Publishing and uploading books on Amazon and other book-selling sites.
* Designing the church’s Calendars and stickers.

**CONTACT**

**Sheilah Abiodun**

Translator, Writer, Editor and Proofreader

 sheilah.dun@gmail.co m

 Linkedln.com/Sheila-abiodun

 Tel: 0805 182 6624

**SKILLS**

Language Translator

Marketing Management

Managerial Accounting

Customer Service

Office Management

Copywriting, Editing

 Proofreading

Editing

**LANGUAGES**

English

Spanish

Dutch

Italian

**PROFESSIONAL EXPERIENCE**

**HR and Administrator**

**Sanlam Investments Put Ltd**

Jan 2011 - Dec 2018

**Duties**

* Interviewing and recruiting staff.
* Preparing job descriptions, posting ads and contributing to the hiring process.
* Staff evaluation and appraisals.
* Circulating letters and memorandum to the staff.
* Paying salaries, wages and benefits.
* Creating an organized working environment.
* Reporting staff exist to the Head Office on resignation of staff.
* Providing ID cards and uniform requisition and Administration.
* Maintain staff welfare - make sure they are properly registered for insurance, health care and retirement fund.
* Compiling lateness and absenteeism reports
* Actively involved in staff training.
* Follow up on staff matters from the head office.
* Maintenance of the outlet notice board by making sure old memos are removed.

## Sales and Marketing Officer

**Nsabasi Publishing Pvt Ltd**

Jan 2008 - Dec 2009 | Part-Time

**Duties**

- Compiling weekly advertisements & reports Sourcing clients for advert placements.

- Compiling client data base

- Ensuring effective operation and scheduling of adverts & appointments

- Setting up new suppliers on the system

- Scanning invoices • Matching GRN (Goods received notes) to invoices

- Coding and inputting a high number of purchase ledger invoices

- Dealing with queries and inquiries

- Supplier statement reconciliations

- Liaising with recruitment Agencies & HR Managers for job placements & sales.

## Office Manager and Administrator

**Winn's Real Estate**

Jan 2004 - Nov 2007

**Duties**

Selling Properties and Property Management.

Dealing with Rentals - Office rentals, Residential Rentals and Commercial Rentals.

* Inspection of properties every three month
* Liaising with clients and attorneys for property transfer and mortgage approvals.

Maintaining office inventory and stock of the office supplies.

* Work with variety of individuals taking feedback where appreciate to assist in business.
* Resolve office related malfunction and respond to clients requests.
* Coordinate with other departments to ensure compliances with established policies.
* Maintain trusting relationships with suppliers, customers and colleagues.
* Perform receptionist duties when needed.
* Compiling weekly reports on clients.
* Assisting clients to obtain bonds/mortgages for their properties

 Compiling client data base.

 Ensuring effective operations of the office.

* Functioning as Office Manager & Sales Agent - coordinating meetings & conferences to be attended. Interacting effectively with senior executives.
* Daily management General Office duties

# EDUCATIONAL HISTORY

## Higher National Diploma – Marketing and Business Management

**Polytechnic College**

Jan 1991 - Dec 1993

 **Certificate in Business Studies**

* Bookkeeping, Business English, Supervisory Management, Business Calculations, Commercial

Business & Business Law.

 **Diploma in Business Management (Part 1)**

* Business Communication, Principles of Marketing, Financial Accounting, Commercial Law & Business Management.

 **Diploma in Marketing Management (Part 11)**

* Consumer Behavior, Sales & Retail Management, Advertising & Public Relations, Cost & Management Accounting, Business Statistics, Computer Systems & Operations.

 **Higher Diploma in Marketing Management (HND)**

* Industrial Marketing, Marketing Management, International Marketing, Marketing Research & Research Project.

## GCE – General Certificate of Education

## Cambridge Examination Certificate

**Hatfield Girls High School**

Jan 1985 - Dec 1990

## Subjects passed

## English - Mathematics

## General Science - Chemistry

## Physics - Biology

## Accounting - Commerce

## History - Geography

## Computers

#  CERTIFICATIONS

## Higher National Diploma – Marketing Management and Business studies

**Polytechnic College**

Jan 1991 - Dec 1993

## GEC – General Certificate of Education

## Cambridge Examination board A ‘Level

**Hatfield Girl High**

Jan 1991 - Dec 1993

**PERSONAL ATTRIBUTES**

* Have excellent organizational and administrative skills.
* Ability to work with others and be a team player.
* Ability to work under pressure and without supervision.
* Outstanding organizational and time-management abilities.
* Leadership and organizational skills.
* Excellent communication and interpersonal skills

 Advanced knowledge in computers: MS Works and Graphic Designing

**HOBBIES**

Travelling, Reading books, making friends, working with computers. Discovering new things

(Researching)

**REFERENCES**

Apostle Professor Jerry B. Makananisa

Charis Missionary Church

28 Van Riebeeck Road

Glen Austin

Midrand, Johannesburg

South Africa

Tel: +27 71 632 8406

Mr. Jarold Van Der Merwe

Sanlam Investments Pvt Ltd

Houghton, Johannesburg

Tel: 074 681 7575

Mr. Maxwell Dube

Nsabasi Publishing Company

Kyalami Sands, Johannesburg

Tel: 011 708 6008

Mrs. Rochelle Pochop

Winn’s Real Estate

North riding, Johannesburg

Tel: 011 475 0685 / 082 723 0565