

ADELEKE O. ADEBISI

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To work in a dynamic challenging organization that organizes hard work and competence where my experience and proficiency will be productively utilized for the advancement of the organization

PERSONAL DATA

- Date of birth: 12th March, 1996
- Gender: Male

EDUCATION

Olabisi Onabanjo University 2018

B.Sc Computer Engineering

Golden Gate College 2012

Senior Secondary Certificate of Education (SSCE)

IT / WORK EXPERIENCE

LEARNING GROOVE I'NTL, SOKOTO

Jan 2020 – Aug 2020

Designation: Junior Web Developer

Achievements

- Worked side-by-side with developers in coding and test running new websites
- Developed front-end and back-end web pages with HTML, CSS, Bootstrap, jQuery & PHP
- Created responsive single and multiple web interface with Bootstrap
- Communicated ideas, issues and outcomes with the team
- Assisted other developers in coding and debugging issues

IMMIGRATION COMMAND AND STAFF COLLEGE, SOKOTO Aug 2019 - Jul 2020

National Youth Service Corps (Nysc)

Designation: Administrative Assistant

Achievements

- Preparation of communications such as memos, emails, reports and other correspondence
- Scheduling and coordination of staff and other meetings
- Collation and distribution of mails
- Writing and editing of documents
- Created and maintained filing systems, both electronic and physical
- Troubleshooting and debugging of college systems

SKILLS

- Strong knowledge in HTML, CSS, jQuery and Bootstrap
- Good knowledge of PHP
- Proficient communication and writing skills
- Results-oriented, goal-driven, highly analytical, pro-active and detail oriented
- Strong knowledge of MS Office (Word, Excel, PowerPoint, Access)
- Demonstrated ability to learn and quickly comprehend new concepts and technologies
- Ability to work on multiple projects at once
- Strong knowledge of CCTV installation

- Self-Motivated and Decision-making ability

PROFESSIONAL COURSES

- Health Safety and Environment (HSE 1, 2 & 3)

OTHER CERTIFICATES

- Web Design
- CCTV Installation

INTEREST AND ACTIVITIES

- Coding
- Working in a team
- Documentaries
- News and Sport

REFEREES

Available on request.