

SANNI OLAYINKA

INTERN

CONTACT

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com

PROFILE

I'm an Hardworking and enthusiastic Role player who speaks 2 languages English and Yoruba and wishes to learn more. I'm Seeking to use my superior knowledge in Tech, criminal justice system, digital marketing skills and my advanced Communication Skills to effectively serve your company in an internship position where I can duly be effective.

SKILLS

- Ability to Work in a Team
- Ability to Multitask
- Computer Skills
- Problem Solving
- Good time management
- Creative Thinking
- Communication
- Teamwork
- Intelligent

EXPERIENCE

INTERN at BAMIDELE IBIRONKE & CO LAW FIRM, LAGOS

February 2022 – December 2022

Working at BAMIDELE IBIRONKE & CO. LAW FIRM gave me an insight and broadened my knowledge on the things of law and crime scene in the society, and the usefulness of this bodies in maintaining law and order. My contributions at the firm included:

- Managed and maintained client files, including organizing and summarizing documents and correspondence
- Drafted memoranda and other legal documents in compliance with applicable laws and regulations.
- Compiled and organized evidence, exhibits, and other materials for use in hearings and trials.
- Conducted legal research on a wide variety of topics and provided comprehensive summaries.
- Drafted a legal strategy to protect a clients property right.
- Attended hearings, depositions and trials to gain experience in courtroom proceedings.
- Maintained organized files of all necessary records relating to each case.
- Developed strong working relationships with attorneys, clients and other legal professionals.

EDUCATION

UNIVERSITY OF ILORIN,
ILORIN

November 2017 –

October 2022

BSc. CRIMINOLOGY AND
SECURITY STUDIES

Graduated with SECOND
CLASS HONOURS (LOWER
DIVISON) in B.Sc.

Criminology and Security
Studies.

NEW HORIZON, LAGOS

January 2023 – Present

FULL STACK WEB

DEVELOPMENT

CURRENTLY STILL AN

UNDERGRADUATE

SPEED UP LAGOS, LAGOS

DIGITAL MARKETING.

**July 2023 – September
2023**

Graduated with an
excellent certificate in
digital marketing.

GENERAL MANAGER at TOKOLOYIKA LOGISTICS, LAGOS

May 2021 – Present

TOKOLOYIKA is a local logistics company which also deals with e-commerce online buying and selling. At TOKOLOYIKA my Objective is to create a better and safe environment for both buyers and sellers and to ensure the logistics chain is managed with no complaint from both parties with our implemented policies and scrutinized activity checks. Other roles performed by me includes:

- Developed and implemented strategies for handling international shipping, customs and logistics.
- Analyzed data to identify trends and opportunities to improve the supply chain.
- Developed and maintained close working relationships with suppliers, resulting in an increase of cost savings
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- Resolved customer complaints and inquiries related to shipments and deliveries in a timely manner.
- Built and maintained relationships with vendors and suppliers.
- Monitored store performance and identified opportunities for improvement.
- Implemented and maintained open-door communication system, reaching employees across department lines.