

ALAOFIN ABIODUN SUNDAY  
NO26, IFELOJU IWO ROAD IBADAN OYO STATE  
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**OBJECTIVE:**

Hard working professional with 3 years of experience and a proven knowledge of client relations, competitive contract award, and profit growth. Aiming to leverage my skills to successfully fill resource management role at your company.

**EDUCATION:**

- College of health science and technology, idah kogi state
- Immaculate college secondary school ifon, ondo state
- St, peter C.A.C primary school owo ondo state
- OND in Environmental health technician

**WORK EXPERIENCE:**

**1. 2 YEARS, IN STOCK / INVENTROY ACCOUNT MANAGEMENT AT VICTORY RESTAURANT ONDO STATE.**

- Receive and count stock items, and record data manually or using computer
- Pack and unpack items to be stocked on shelves in stockrooms. Warehouses, or storage yards.
- Keep record on the use and/ or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisor
- Gather and analyze data.
- Perform audits and assessments.

**2. 9 MONTH, IN RECEPTIONIST AT GULLIVER HOTEL IBADAN**

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointment.
- Receive payment and record receipts for services

**3. 7 MONTH, IN ADMINISTRATIVE ASSISTANTS AT GLOBA STAFFING COMPANY LAGOS**

- To assist with day to day operations of an office by doing tasks such as filling paperwork, answering phone calls, preparing documents for meetings, and managing the calendar of their supervisors.
- Research and analysis.
- Customer service.

**4. 1 YEAR, IN HOSPITAL ADMINISTRATOR AT HEALTH CARE ONDO STATE:**

- To organizing and overseeing the health services and daily activities of a hospital or healthcare facility.
- Manage staff and budgets, communicate between departments, and ensure adequate patient care amongst other duties.

**5. 10 MONTH IN MARKET MANAGEMENT AT HUMAN RESOURCES CONPAN LAGOS:**

- Research new opportunities.
- Develop marketing plans.
- Oversee a marketing team.
- Manage the marketing budget.
- Perform analyses on marketing strategy effectiveness.

**6. 8 MONTH IN HUMAN RESOURCES (HR):**

- Hire the right employees.
- Conduct disciplinary action.
- Update policies.
- Maintain employee records.
- Conduct benefit analysis.

**7. 1 YEAR IN ACCOUNTANT OFFICER AT PIC CONSULTING LAGOS:**

- Maintaining financial records
- Handling accounts payable and receivable.
- Handle the financial records of an organization.
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.

**8. 2 YEAR IN TEACHING JOB AT BOLAOYE HIGH SCHOOL IBADAN:**

- Preparing lesson plans and educating students at all levels.
- Assigning homework.
- Grading tests.
- Keeping up with parent communication.
- Computer literate.

**ADDITIONAL SKILLS:**

- Sales executive.
- Personal assistant.
- Office assistant

**HOBBIES:**

- Reading and listen to news.