

EMMANUEL OLANREWaju AKINSANMI

Policy Analyst /Administrator

Otolowa - Ajia Street Opposite Alajia House, Wakajaye, Ibadan.

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PROFILE SUMMARY

Highly competent and dedicated graduate with a background in management and administration currently seeking a new challenge which will utilize my skills and enable me gain valuable experience. Highly organized, reliable, productive, confident, independent and career minded person. Self motivated and have the ability to work in a team and with minimum supervision in achieving desired organizational goals.

PERSONAL DETAILS

Date of Birth	:	6th July 1993
Gender	:	Male
State Of Origin	:	Oyo
Nationality	:	Nigerian

EDUCATION

- **EKITI STATE UNIVERSITY** – Ado Ekiti, Ekiti State 2013 – 2017
B.sc – Political Science (Second Class Upper Division)
- General Certificate Examination (GCE) 2013

- **SAMUEL MEMORIAL COLLEGE** – Old Ife Road, Ibadan 2004 – 2010
Senior School Certificate Examination (SSCE)
- **INTENSIVE PRIVATE SCHOOL** - Off NTA Road, Agodi Ibadan 1995 - 2004

CORE COMPETENCIES

- Excellent communication and analytical skills
- Problem Solving abilities
- Administrative Support
- Advanced knowledge of decision making and policy formulation
- Microsoft Office Proficient (Word & Excel)

WORK EXPERIENCE

STANDTALL NON GOVERNMENTAL ORGANIZATION August 2019

Data Entry Clerk

- Keeping field agents transcript and media files
- Collation and sorting of data before entry
- Entering and processing of data for final submission

WORLD HEALTH ORGANIZATION - OSUN STATE GOVERNMENT May 2019 - July 2019

Independent Monitor

- Monitor and Supervise health team in preventing Acute Flaccid Paralysis in the state
- Assess teams based on their performances during fieldwork
- Give reports and observations during review meetings

CHILD'S EDUCATION GROUP (IFE NORTH NYSC CDS GROUP) January 2019 – April 2018

President/Team Leader

- Organize sensitisations and meetings
- Educate host community
- Presentation of term papers among Corps Members during CDS meetings for future policy use

INEC - NYSC PARTNERSHIP (IFE NORTH). September 2018 - March 2019

Ambassador / Planning Member

- Draw out plans and strategies for voter's education
- Sensitize the host community on vote buying

STUDENT'S REPRESENTATIVE (EKITI STATE UNIVERSITY). 2015 - 2017

Clerk / Member Students' Senate Council

- Manage, send and receive letters and mails for consumption of all members and students
- Record and read minutes of all sittings as well as representing the interest of constituency members and students at large.

PROFESSIONAL MEMBERSHIP, TRAINING & CERTIFICATION

- Member, International Human Resource Certification Institute UK (ICI) 2019
- National Youth Service Corps Certificate 2019

INTERESTS & ACTIVITIES

- Reading and researching
- Meeting people

REFERENCES

**Alh Sa'ad Apanpa
Akinyoosoye**

CEO Apsaado Investment

08037565875

HRH Oba Moses

Traditional Ruler

08063354677