

ONI, Oluwafemi Lawrence

16, Oluwole Avenue, Off Matogun road, Olambe, Ogun State.

07013373257, 08125157699 | oni.femi36@gmail.com

D.O.B. 23rd February, 1998 | Male | Single | Lagos origin.

Personal Objective

A self-motivated individual with sound interpersonal skills and rising leadership potential, focused on utilizing my talents, professional knowledge and creative thinking ability to make a significant contribution in an organization that gives room for staff development without compromising in integrity.

EXPERIENCE

LAGOS STATE GOVERNMENT – Lagos State **2013 - 2015**

Agege Local Government.

Part-time Office Assistant.

Job description.

- Handled organizational and clerical support tasks.
- Organizing files and scheduling appointments
- Files management and paperwork update.
- Recording of information as required.
- Maintenance of documents and word processing.
- Organized and maintained office common areas.
- Maintenance of office equipment as required.
- Functioned as an effective virtual assistant.

PROFESSIONAL CERTIFICATION

Association of Accounting Technicians, West Africa **2018**

Membership Number – AAT/023577

Student member of Institute of Chartered accountant of Nigeria. **2019**

Registration Number - 232677

EDUCATION

B.Sc. – Entrepreneurial Studies **2014 - 2018**

Federal University of Agriculture, Abeokuta, Ogun State.

Senior Secondary School Certificate **2007- 2013**

Barachel Model College, Iju Ishaga, Ogun State.

First School Leaving Certificate **2002 - 2006**

Dominion Child School, Akute, Ogun State.

TRAININGS ATTENDED

CHARTERED INSTITUTE OF LOAN AND RISK MANAGEMENT OF NIGERIA **2015**

Satisfactorily completed a training – Student membership mandatory capacity building program (SMCBP)

FUNAAB - AGRICULTURAL MEDIA RESOURCES AND EXTENSION CENTRE **2015**

Completed a training on start-up initiative for job and wealth creation.

SKILL-UP TRAINING ACADEMY **2015**

Completed a training on Career Development and Manufacturing business

LEADERSHIP & VOLUNTEERING EXPERIENCE

Entrepreneurial Studies Students Association **2018 - 2019**

President

ENACTUS FUNAAB – OGUN **2015 - 2016**

Assistant Project Head.

AWARD(S)

Best Departmental President **2018**

College of Management Science, FUNAAB

SKILLS

- Good human relationship/interpersonal skills.
 - Good Communication skills.
 - Innovative and leadership skills.
 - Excellent team player.
 - Microsoft Office suite.
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LANGUAGE PROFICIENCY

- English - (Fluent) written and verbal.
 - Yoruba - (Fluent) written and verbal.
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HOBBIES

Reading, computer games, networking.

REFERENCES

Dr. O.O Oyedele

Lecturer

Entrepreneurial Studies Department.

College of Management Science

Federal University of Agriculture, Abeokuta.

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Dr. D.A. Oladejo

Lecturer

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