

# RESUME

## AKINWUMI IBRAHIM OLATUNJI

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Phone: 07038594600

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### PERSONAL STATEMENT

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To become a highly dynamic articulate and result oriented individual with proven competence drive and energy to make real impact to organization and society and always poised in achieving result in a challenging working environment and delighting in serious drive for professional distinction, proficiency and excellence at all times, through hard work and commitment.

SEX:	Male
DATE OF BIRTH :	24 <sup>th</sup> March 1989
STATE OF ORIGIN:	OYO
L.G.A :	Ibadan North West
MARITAL STATUS:	Single
HOME ADDRESS:	4, agboola street adex bus stop iwo road ibadan OYO state
NATIONALITY:	Nigerian.

### EDUCATIONAL BACKGROUND

The Polytechnic of Ibadan . (2013-2015)

HND in Business Administration and Management

Lagos city polytechnic. (2010-2012)

OND in Business Administration and management studies

Info-Best computer institute, Alapere Ketu (2010)

Diploma in Desktop Publishing

Komforter College Alapere Ketu, (2002-2008).

National Examination council

Islamic Mission School Odoye Ibadan. (1995-2001).

First School Leaving Certificate.

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### CERTIFICATE OBTAIN WITH DATES

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National Youth Service Corps

2017

HND in Business Administration and management

2015

OND in Business Administration and Management studies

2011

Diploma in Desktop publishing.	2010
National Examination Council (NECO)	2008
Primary School Leaving Certificate.	2001

## **WORKING EXPERIENCE**

### **NATIONAL YOUTH SERVICE (November 2016- November 2017)**

**Esteem Group Of School, Uduakpa Edo State. (ROLE : teaching and instructor )**

- ✚ Was responsible for preparing lesson notes and relevant practical activities.
- ✚ Ability to maintain high standard of achievement, behavior, discipline and punctuality amongst students.
- ✚ Managing students by providing guidance and feedback to help them strengthen their skills and knowledge base.

**Infobest-computerInstitute.(ROLE:Administrative) Lagos** 2012-2013

- Networking of Computer System
- Training of Apprentice
- Attending to Customer
- General Administration and Control
- Keeping Good Records of Sales and Proper documentation of finances

**Adesoji Gemstars International School.** 2018 - till date

**ROLES: Bursar and administrative**

- Collection of school fees and attending to parent complaint over school fees.
- Liaison between the school management and parents
- Typing of school informations and letters
- Arranging of staff meeting and PTA meeting.
- Arrangement of school files and confidential document in proper places

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## **KEY COMPETENCE AND SKILLS**

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Good Management, Time & Relationship Building Skills

Good Team Spirit & Ability to work under pressure

Reliable, Focus, Detailed & Result Oriented

Resourceful, Proactive, Diligent & Innovative

Proficiency in Desktop Publishing & Computer Usage.

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## **HOBBIES:**

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Sport , travelling, reading and meeting people

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## **REFEREES:**

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Mrs Adetutu Dada Adetutu

*Proprietess*

Adesoji Gemstars Intl school

0703 338 2176

Mr. O. G Odiagbe

*Principal*

Esteem Group of School

08037442827