

MUDASIRU ALIU OLAMILEKAN

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CAREER OBJECTIVES

To work in an organization where diligence, team work and hard work are appreciated and rewarded as this will enable me utilize the potentials in me.

PERSONAL DATA

Date of Birth: 14th August, 1994

Sex: Male

State of Origin: Oyo

Marital Status: Single

EDUCATIONAL QUALIFICATION

- **The Polytechnic, Ibadan**
Higher National Diploma in Insurance (Distinction) 2013 – 2015
- **The Polytechnic, Ibadan**
National Diploma in Insurance (Lower Credit) 2009 – 2011
- **De-Glorious College, Agbado Crossing, Ogun State**
National Examination Council (NECO) 2009
- **Mike-Lizzy Private School, Ope-Ilu Agbado, ogun State**
Primary School Leaving Certificate 1999 – 2004

EMPLOYMENT DETAILS

- **Hamart Nig. Ltd**
Agabdo Ijaye, Lagos State
Responsibilities: Cashier 2009
Duties:
 - Receive payment for goods by cash
 - Issue receipts, credits or change due to customers
 - Check daily sales account of marketers
- **BlessedStars College**
L12 Progressive Quarters, Jeje Apete, Ibadan, Oyo State
Administrative Officer (Industrial Training) 2011 – 2012
Duties:
 - Drafting, typing and proofreading letters and other documents
 - Managing school supplies and ordering new supplies as needed
 - Act as point of contact for all employees, parents and visitors as well as managing their queries
 - Typing and proofreading of examination questions
 - Providing assistance in school routines, classroom activities and financial matters

- **Irewole Community Secondary School, Ikire, Osun State**
Mathematics Tutor (NYSC) 2016 – 2017
 - Demonstrate mathematical concepts using models, chalkboard and other standard or teacher-prepared instructional aids
 - Teach courses in mathematics to secondary students utilizing core curriculum and appropriate curriculum publications as guidelines in teaching individual course content as approved by the board of education
 - Evaluate each student progress in mathematical knowledge and skills

- **BlessedStars College**
L12 Progressive Quarters, Jeje Apete, Ibadan, Oyo State
Responsibilities: Mathematics and Data Processing Tutor
Duties:
 - Demonstrate mathematical concepts using models, chalkboard, overhead projector and other standard or teacher-prepared instructional aids
 - Teach courses in mathematics to secondary students utilizing core curriculum and appropriate curriculum publications as guidelines in teaching individual course content as approved by the board of education
 - Evaluate each student progress in mathematical knowledge and skills
 - Engage students in extra-curricula activities
 - Serves as school's sports master and chairman, inter-house sports organizing committee
2017 – 2019

PERSONAL SKILLS

- Ability to learn, pay attention to details and work under pressure and tight reporting schedule
- Good interpersonal skill and ability to work effectively in a team
- Integrity and tact
- Tenacity and resilience
- Good oral and written communication skills
- Self-motivated target oriented
- Persuasiveness
- Leadership skills

COMPUTER SKILLS

- Proficiency in Microsoft Word
- Proficiency in Microsoft Excel
- Proficiency in Graphics and Web Design

CERTIFICATES

- **National Youth Service Corps**
 Certificate of National Service 2017
- **MegaRich Consults & Networks Ltd**
 Certificate of Proficiency in Netpreneurship, Corporate Ethics Skills, Human Relation Skills and Entrepreneurship Skills 2017

- **Faculty of Financial Management Studies Students' Association (FFIMSSA)**
Faculty Legislative Council
The Polytechnic, Ibadan Chapter
 Certificate of Merit as Constitution Review Member 2017
- **PEARSON**
 Certificate of Attendance
 Pearson Professional Development Course "Integrating 21st Century Skills in Teaching" 2015
- **Faculty of Financial Management Studies Students' Association (FFIMSSA)**
The Polytechnic, Ibadan Chapter
 Certificate of Service
Post Held: Chairman, Planning & Budget Committee 2014

HOBBIES

- Playing Scrabble
- Playing Football
- Athletics

REFEREES

Available on request