

# Odunayo Olamide, OLOWOLAJU

NO 2, ADEYEYE STREET, ISOPAKO BODIJA IBADAN OYO STATE, NIGERIA.

MOBILE PHONE: (+234) 07062368302; 08056743180

• E-MAIL: [odunayoolowolaju@gmail.com](mailto:odunayoolowolaju@gmail.com)

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## BIODATA

Sex: Male

Marital Status: Single

Date of Birth: 18th January, 1992

Religion: Christianity

Nationality: Nigerian

State of Origin: Ondo

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## CAREER OBJECTIVE

- To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

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## WORK EXPERIENCE

Nov 2019 – February 2020

### **PAYCOM NIGERIA (OPAY)**

Supervisor (OPAYQR)

- Managing workflow
- Creating and Managing Team schedule
- Training New Hire
- Evaluating Performance and Providing Feedback
- Identifying and Applying Career Advancement Opportunities

July 2018 – Jan 2020

### **Leading Light Consult Limited, Ilorin**

*Training Facilitator*

- To support everyone to do their best thinking and practice
- Encourage full participation
- Promotes mutual understanding and cultivate shared responsibility

Nov 2017 – Jan 2020

### **Dreamlabs Nigeria Limited, Ilorin**

*Team Lead Software Project Manager*

- Activity and resource planning
- Organizing and motivating a project team
- Controlling time management
- Cost estimating and developing budget
- Ensuring customer satisfaction
- Analysing and managing project risk
- Monitoring progress
- Managing reports and necessary documentation

Nov 2016 – Apr 2017

### **National Youth Service Corps (NYSC)**

*Glorious Success College, Ilorin, Kwara State*

- Government, Civic Education and Christian Religious Studies instructor of the entire Secondary School.

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## EDUCATION AND ACADEMIC ACHIEVEMENT

2016

### **Ekiti State University (EKSU), Ado-Ekiti**

*B Sc. Banking and Finance (Second Class Upper Division)*

2011

### **Victory Royal College, Aramoko-Ekiti**

*West Africa Senior School Certificate Examination (WASSCE)*

2003

### **Petoa Nursery and Primary School, Ado-Ekiti**

*Primary School Leaving Certificate*

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## EXTRACURRICULAR/COMMUNITY SERVICES

March 2019

### **Destiny Alive Forum International**

Volunteer

- Support planning and coordination of a program and its activities
- Ensure implementation of policies and practices
- Minor project budget and track expenditures/transactions
- Handle the project related financial administration
- Receive feedback from program coordinator

Apr 2017 – Nov 2017

### **National Youth Service Corps (NYSC)**

*Corps Members Liaison Officer*

- Dissemination of information from the NYSC secretariat to all corps member
- Collation and distribution of vital materials to all corps member
- Monthly collation of information and clearance letters
- Submission of monthly reports on corps member activities
- Organization of Corps development services and meetings
- Report to Local Government Inspector, Zonal Inspector, and State Coordinator

Sept 2015 – Aug 2016

### **Faculty of Management Sciences Students' Association, EKSU Chapter**

*General Secretary*

- Organise Central Executive Council Meeting
- Signatory into the association account
- Organise tutorials for members of the association
- Act as the President in Central Executive Council Meeting in case of the President and Vice President Absence
- Proper Documentation of Students
- Monitor Execution of the association project geared towards the welfare of association members

Nov 2015 – July 2016

### **Ado Varsity Christian Union-Nigeria Fellowship of Evangelical Students (AVCU-NIFES)**

*Final Year Students' Coordinator*

- Organising, planning and execution of seminars and meetings geared towards preparing graduating set for afterschool life.
- Networking the graduating set (60 students) of the organisation.

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## CERTIFICATIONS TRAINING

Oct. 2017

### **Proficiency in Formal Human Resource Management Education**

*Human Resource Certification Institute, USA*

Oct. 2017

### **Proficiency in Formal Project Management Education**

*Project Management Institute, USA*

**Interest:**

Impacting Knowledge, Public Speaking, Team work, working on PC & Meeting People.

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## SOFT/IT SKILLS

Microsoft Office Suite (Ms Word, Ms Excel, Ms Power point, Ms Outlook)

Excellent client- facing and internal communication skills; Excellent written and verbal communication skills, Masterly coordination, effective and efficient management abilities, Multi tasking skills.

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## REFEREES

Available on request