

# OKELOLA, DARE ADEOLA

Voice of Joy Mission House, P. O. Box 164, Isale Pembo, Iberekodo, Igbo-ora, Oyo State.  
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A motivated, adaptable and responsible individual seeking a position in a reputable office which will utilize the professional and managerial skills developed through past work experience in the field. I have a gesticulation approach, customer-focused approach to work and a strong drive to see things through to completion. My eventual career goal is to assume responsibility for the growth and administration skill and actively contribute to the overall success of any business or organization I work for.

## BIO DATA:

**Date of Birth:** - 13<sup>th</sup> Nov., 1993

**Gender:** - Male

**Marital Status:** - Single

**Nationality:** - Nigerian

**State of Origin:** - Oyo State

**L.G Area:** - Ibarapa Central

**Place of Birth:** - Igboora

**Religion:** - Christianity

## EDUCATION

**2019: The Oke-Ogun Polytechnic, Saki, Oyo State.**  
**Higher National Diploma (HND) in Public Administration.**

- Understand modern advertising strategies. Acquire knowledge to build real-world marketing strategies for existing businesses or for entrepreneurial ideas.
- I have a concrete grasp of the principles of accounting and financial management.
- I learnt basics and evaluating management theories against real-world scenarios.
- I am very keen on how to carefully tread across the legal landscape.

**2015: Ogun State Institute of Technology, Igbesa, Ogun State.**  
**National Diploma (ND) in Business Administration.**

**2012: Lajorun High School, Oke-Iserin, Igboora, Oyo State.**  
**West Africa Senior School Certificate (WAEC)**

**2006: Nawair-ud-Deen Primary School, Ajegunle, Igboora, Oyo State.**  
**Primary School Leaving Certificate**

## CORE SKILLS AND COMPETENCIES

*Administration*

*Personnel Management*

*Human Resources*

*Business Management*

*Organizational Management*

*Business Development*

*Teaching*

*Microsoft Proficiency*

*Sales Management*

## **WORKING EXPERIENCE**

**2016 - 2017: Managerial Staff, Oyo State College of Agriculture and Technology, Igboora, Oyo State.**

- Goals and guidelines for working with staff
- Monitoring the implementation of planned activities.
- Continuous improvement of the personnel management system

**2017: School Teacher, Kings and Queens Secondary School, Igbole, Igboora.**

## **LICENSES AND CERTIFICATIONS**

**2020: National Youths Service Corps**

## **REFEREES**

- **Pastor Gabriel Oluseun Okewusi**  
Voice of Joy Gospel Singer  
Address: P. O. Box 164, Isale Pembo, Iberekodo, Igbo-ora.  
Tel: 08062477852
- **Elder Samuel Abiodun Okewusi**  
Address: Aro Idowu compound, Idofin Igbo-ora.  
Tel: 08087075793