

OLUBUKOLA RACHAEL ALONGE

No 11 road 1 zone 5 Orisunbare, wire and cable Apata, Ibadan, Nigeria.

Email: buki_alonge@yahoo.com

Telephone number :(+234) 8140374301, 08073491106

Career Objectives

To strive for excellence and contribute to the organizational growth and development by being industrious, innovative and through the use of both physical and mental ability that fits into the current global competitiveness.

Personal Details

Date of birth: 29 May, 1993
Sex: Female
Place of birth: Ibadan, Oyo state
Marital status: Single
State of Origin: Ondo State
Languages: English, French

Key Skills

- Excellent skills including Microsoft Office, Word, Excel, PowerPoint and Outlook.
- Excellent organisational skills and positive attitude to day to day organisational activities
- Good time management skills and ability to work under pressure.
- Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.
- Ability to adapt adequately to the prevailing working environment
- Experience team leader and member (Nigerian Youth Service Corp, Oyo State Batch C, 2013/2014)
- Excellent Administrative and Secretarial Skills

Education and Qualifications

- ❖ **University of Ibadan, Ibadan, Oyo State, Nigeria. (2018)**
Masters in Information Science.
- ❖ **National Youth Service Corp (2014)**
French Teacher (Queen's School, Ibadan, Nigeria)
- ❖ **Babcock University, Ilishan - Remo, Ogun State, Nigeria. (2013)**
Bachelor of Science in Banking and Finance. (Second Class Upper)
- ❖ **Nigerian International School, Cotonou, Benin Republic. (2009)**
Secondary School Certificate. (SSCE)

Professional Qualifications

- **Student member, Banking and Finance student association of Babcock University (BAFSA)**
- **DELF B1, Alliance Francaise. (2014) (professional certificate)**

Trainings Attended

- ❖ Project Management Training.
- ❖ Computer Training.
- ❖ Customer Relationship Management Training

Technical Skills

- ❖ ***MS Office Applications. (Microsoft: Word, Excel, Power Point and Access)***
- ❖ ***Administrative and Secretarial Skills***

Related Professional Experience

May '12 – Oct' 13 with Kings and Queens Christians School as Administrative Assistant (Benin Republic)

Job Duties:

- ❖ Monitoring the item level cost on a regular basis in order to keep the expenditure within the budget, schedule and maintain the profitability.
- ❖ Conducts meetings with stakeholders concerned on contractual matters regarding progress of works, claim situations and commercial issues.
- ❖ Preparing report and annual budget based on detailed cost estimates and implementation.
- ❖ Communicate information/ package status across different level of departments and management via regular reports.
- ❖ Attending to enquiries from the students, the guardians and staff.
- ❖ Keeping of updated records and documents.

May '18 – Present with Hanssolution Pctel (Lagos State) as Recruitment Officer

Job Duties:

- ❖ Review and evaluate current recruitment process to ensure a smooth and efficient service;
- ❖ Advertise for staff using online & social media platforms;
- ❖ Undertake telephone/online screening of candidates;
- ❖ Screen all applications and Identify candidates suitable for roles;
- ❖ Ensure all applicants attending an interview are suitable for the roles;
- ❖ Co-ordinate the interview process with candidates and clients;
- ❖ Maintain contact with employees and assess levels of morale by contacting them quarterly;
- ❖ You will respond to employee requests promptly and in a professional manner;
- ❖ Provide daily report of operations;

- ❖ Strong orientation to achieving team's goals and targets set;
- ❖ Professional attitude and attention to details;
- ❖ I was responsible for digital marketing for the specific vacant positions and social medias to source for candidates relevant to positions

Hobbies

Reading, traveling, Listening to music/ beats, social networking.

References

Temitope Alonge

Proprietress, kings and queens christian school, Cotonou

+2348077042261

tope_alonge@yahoo.com

Stella Kipupu

Manager, Hanssolution Pctel, Lagos

+2347031025122

Mikkie2017@gmail.com