

ILAWOLE, BABATOMIWAOLANREWAJU

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**Home Address: Block 15, Plot 18, John Aderemi Adeyemi Street, Lagelu Estate, Felele,
Ibadan**

Date of Birth: 16/02/94

Sex: Male

OBJECTIVE: To obtain a challenging position in a reputable organization where I can develop and make use of my potential to ensure effective service and contribute significantly to its growth.

EDUCATION

Oct 2010-June 2015	University of Ilorin BSc. Degree in Political Science
Sep 2006-Jul 2009	Pythagoras College West African Examination Council (WAEC)
Sep 2003-Jul 2006	Babington Macaulay Junior Seminary

Work Experience

Oct 2014-till date	Upwork Incorporated <i>Freelance Transcriber</i> <ul style="list-style-type: none">• Transcribe exact record of audio recordings• Review and proofread transcripts and records to ensure the accurate use of language, verifying spellings and citations.
Nov 2016-Oct 2017	E.C.W.A Secondary School <i>Assistant Government Instructor</i> <ul style="list-style-type: none">• Assisted in developing plans to define government, explain its purpose and describe different types of governments to students.
Jan 2019-April 2019	Allianz Insurance Retail Sales Executive <ul style="list-style-type: none">• Generate leads and book transactions for the clients on insurance

Other Qualifications

- i. Certification in Human Resource Management

Skills and Interests

- Proficient with Microsoft Office and Internet
- Determination and drive
- Oral and written communication
- Relationship management
- Problem solving and innovative thinking
- Sound ethics and integrity
- Highly skilled in data entry, sorting and audio transcription
- Numeracy
- Confidentiality
- Information processing
- Strong writing and oral communication

References provided on request