

OLALUWOYE OLALEKAN

olaluwoye9@gmail.com

08138318076

PERSONAL DETAILS:

HOME ADDRESS: No 3, Agboola Street, Academy Hospital, Iwo Road, Ibadan
STATE OF ORIGIN: Oyo
LOCAL GOVERNMENT: Lagelu
NATIONALITY: Nigerian
SEX: Male
MARITAL STATUS: Single

CAREER OBJECTIVE

To join an organization where I can utilize my knowledge and competently apply my skills in challenging and dynamic environment that foster and rewards positive attitudes, proactive work style, team playing and shared goals.

WORK EXPERIENCE

PERSONAL ASSISTANCE / AUDITOR

Star Group of Companies, Osogbo, Osun state *September 2015 - February 2018*

- Manage CEO's schedule, leading to a reduction in nonproductive time.
- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments.
- Maintain confidential personal files, conducted reports.
- Auditing the personal account of the managing director.

ADHOC STAFF

National Bureau of Statistics, Osogbo, Osun state *July 2014 - May 2015*

- Taking part in different surveys conducted in the state.

NYSC / COMMUNITY SERVICE

- Serving as the Coordinator of the corp. members in my CDS group.
- Organizing Quiz Competition for students during my youth service.
- Building of NYSC Bus-Shelter as a Community Development and Service.

ACADEMIC QUALIFICATIONS

Ladoke Akintola University of Technology, (LAUTECH) 2010 - 2015

B.Tech (Hons.), (Statistics) (Second Class Upper)

Christ Ambassador Comprehensive College, Osogbo 2001 - 2008

NECO

SKILLS & PROFESSIONAL COMPETENCE

Interpersonal Skills:

- Ability to inspire willing followership through exemplary leadership, working as a team with people from different backgrounds, manage people, resources and projects effectively according to world class standards.
- Leadership skills in motivation, development, mentoring and team building.
- Demonstrate judgment and professionalism skills.
- Creativity.
- Organizational Skills.

Communication Skills:

- Ability to communicate effectively with people in different levels and positions with intelligent interpersonal skills and notable social carriage.

Time Management

- Ability to manage time effectively.

COMPUTER KNOWLEDGE

- Application Software such as: Stata (Statistical Package), SPSS, Eview etc.
- Computer programmes like Microsoft Word, Excel, and PowerPoint.

EXTRA-CURRICULAR ACTIVITIES

- Counseling, learning new skills, Reading.

REFEREES: Available upon request.