Omotayo Malik KAREEM

15, Adebayo Adetola Street, Felele Rab, Ibadan.
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+2347015223517, +2347061018908

CAREER OBJECTIVE

To be a beacon of excellence, effectiveness and efficiency in my field of knowledge, while accumulating and improving my experience and expertise through new opportunities and challenges.

BIO-DATA

Sex: Male

Date of Birth: 3rd June, 1992

Place of Birth: Ibadan

State of Origin: Ogun

Marital Status: Single

Language: English & Yoruba

EDUCATION

Institutions & Degrees:

• Obafemi Awolowo University, Ile-Ife, Osun State

Bachelor of Science (BSc. Estate Management, Second Class Lower Division)

JAN 2011- AUG 2016

• The International School Ibadan, University of Ibadan, Ibadan, Oyo State
Senior Secondary School Certificate Examination (SSCE)

OCT 2003 - SEP 2009

WORK EXPERIENCE

NOV 2009 - DEC 2010

Administrative Assistant

Marathon Oil & Gas, Petroleum Equipment and Services, Ibadan, Oyo State.

- Registration of sales records and accounts
- Bookkeeping of relevant files and information
- Sales management
- Marketing
- Customer service

JAN 2015 - MAY 2015

Intern; Student Work Experience Program

Diya Fatimilehin & Company, Estate Surveyors and Valuers, Ibadan, Oyo State.

- Property Inspection
- Sourcing for leads and listings to diversify management portfolio
- Routine management inspections
- Dispatch of letters and other documents
- Administration of walk-in inquiries and instructions

NOV 2015 – MAY 2016

Intern; Student Industrial Work Experience Scheme

K.K. Ogunlowo & Company, Estate Surveyors and Valuers, Ibadan, Oyo State.

- Estate agency
- Budget management and records maintenance
- Inventory administration
- Preparation of tenancy agreements
- Supervision of maintenance and repairs of properties

DEC 2017- OCT 2018

National Youth Service Corps

Ministry of Lands and Urban Development, Calabar, Cross River State.

- Property valuation
- Cross River State estate consultancy and advisory
- Dispute resolution

NOV 2018 - MAY 2019

Administrative Officer

Athlay & Derrick Consulting Firm, Ikota Villa Estate, Lekki, Lagos State

- Accounts and budget management
- Facility and personnel management
- Marketing and Agency

JULY 2019 – TILL DATE

Pro bono Estate Agency and Construction Consultancy

SKILLS

- Microsoft Office Applications: (Word, Excel Outlook, PowerPoint)
- Excellent communication skills, Customer service, Accountable stewardship, Critical analytical and decision making skills, Teamwork and Creativity

LEADERSHIP EXPERIENCE/ EXTRACURRICULAR ACTIVITIES

• Certificate of Excellence as the Public Relations Officer, Editorial and Publicity, Cross River State during the 2017/2018 Batch B, National Youth Service Corps.

REFEREE

• **Dr. O.D Odebode;** Faculty of Environmental Design and Management, Department of Estate Management, Obafemi Awolowo University, Ile-Ife, Osun State.