

Akinwande Oladapo JOLAYEMI

11, Alhaji Akinola Street, Egbeda, Ibadan, Oyo State, Nigeria

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akinwandejolayemi@gmail.com

Objective

Seeking an involvement with an organization, which will offer necessary development programmes as well as challenging tasks where I can exhibit my natural and acquired skills towards achieving organizational targets and corporate goals.

Personal Information

Sex: Male

Marital Status: Single

State Of Origin: Osun state

Local Govt: Ila-Orangun

Date of Birth: 22nd April 1991

Skills Set

- Excellent pioneering and coordinating skills.
- Excellent writing and presentation skill in English.
- Ability to work with little supervision.
- Passion for customer satisfaction
- Excellent customer relationship.

Education

2008 - 2012: B.Sc. Sociology, (Second Class Division) University of Ibadan, Ibadan, Oyo State, Nigeria.

2002 - 2008: Oritamefa Baptist Model School, Total garden, Ibadan, Oyo State.

1996 - 2002: Oritamefa Baptist Nursery and primary School, Total garden, Ibadan, Oyo State

Professional Qualification

2014 Nigeria Institute of Management (NIM) (Chartered)

2016 Foundation in Air Travel & Tourism Diploma (IATA)

Employment History

Administrative Officer/ IT Manager, Imagine Fashion & Accessories, Allen Avenue, Lagos.

December 2015 - May 2016

- Updating of all social media platform (facebook, twitter, Instagram etc)
- Organize and schedule meetings
- Coding of company goods
- Regular surveillance of the company's CCTV camera
- Assist in regular daily sales
- Maintenance of data base system
- Processing of files and receiving of incoming mails

Administrative Officer II, Archive and History Bureau, FCT, Abuja.

March 2013- Feb 2014, National Youth Service Corps (NYSC)

- Assist in the preparation of regularly scheduled reports.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Organize and schedule meetings and appointments.
- Submit and reconcile expense reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Provide general support to visitors and maintain company contact lists.
- Answer and direct phone calls

Academic Project

Influence of marijuana consumption on academic performance of Abadina College and International School Students, Ibadan, Oyo State -
B.Sc. Final Year Project 2012.

Hobbies

Reading, Travelling

Reference

Mr Kehinde Layode
IT Integration Manager
Aero Contractor Limited
07031378291

Mr G.A Orekoya
Managing Director
Homores Nigeria Limited
08023202385, 01-8993092

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