

# YEKINI SAHEED AKANFE

Address: Line 1, zone 1, Balogun Street Off Alakia Isebo Ibadan Oyo State.

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Phone: 08130967990, 08081680725.

## PERSONAL DATA:

Sex:	-	Male
Marital Status:	-	Married
Age:	-	05-01-1992
State of Origin:	-	Oyo State

## OBJECTIVE:

To obtain an entry-level management position within an organization that would give chance for the display of my skills and knowledge.

## PROFILE:

A graduate of Business Administration and Management, Adept and experienced at driving organizational growth, customer service and problem solving through the application of my communication skills, and experience. Intuitive, sociable and receptive to all and diverse culture.

## WORK EXPERIENCE:

### ➤ 2008-2012

**Front Office Supervisor at M&K Hotel and suite Alakia Ibadan, Oyo State.**

#### **Responsibility:**

Keep clear and comprehensive records of guest room and booking and all billing for accountability and future reference.

Report issues of maintenance and malfunction appliance to the manager for quick repair in order to ensure guests comfort and satisfaction.

Receiving of guests to the hotel and attending to their enquires.

### ➤ 2014-2015

**Marketer at Polaris Bank Ondo Branch, Ondo State.**

#### **Responsibility:**

- ★ Responsible for coordinating and implementing the marketing & promotion campaigns for the bank.
- ★ Develops all forms of marketing materials including branch digital and other promotional material and marketing budget management.

### ➤ 2017

**NYSC Place of Primary Assignment (PPA). Ministry of Commerce and**

**Industry, Jigawa State.**

**Responsibility:**

- ★ Training individuals with domestic skills.
- ★ Designing curriculum for skills acquisition.

➤ **2017—2020**

**Procurement & Logistics Assistant Manager @ Partnet Metropolitan Company Ibadan, Oyo state.**

**Responsibility:**

- ★ Ensure that the Company makes wise purchase of goods and services to resell or used.
- ★ Monitor use of materials and resources and ensure quality record keeping also ensure that organization works with competent and reliable suppliers.
- ★ Helps to protect the organization from incurring losses by minimizing fraud and waste.
- ★ Ensure that purchase reports of stakeholders for decision making and maintain database for suppliers for Organisation.
- ★ Develop logistics along with support plans, budget requirements and deployment timelines for new operations.
- ★ Develop logistical plans for current operations and logistics contingency plans.
- ★ Develop and execute tools and methodologies to enable effective implementation of logistic plans.
- ★ Ensure accountable, timely and cost-effective release of peacekeeping cargos along with personnel.

**EDUCATION:**

**Interlink Polytechnic Ijebu-Jesa, Osun State** **2015-2017**

Higher National Diploma in Business Administration and Mgt.

**Interlink Polytechnic Ijebu-Ijesa, Osun State.** **2012-2014**

National Diploma in Business Administration. and Mgt

**Monatan High School, Iyalode Ibadan, Oyo Stat** **2002-2008**

National Examination Council (NECO)

West African Examination Council (WAEC)

**East Gate Primary School, Gbagi Ibadan, Oyo State** **1995-2002**

Primary School Leaving Certificate

## **PROFESSIONAL COURSE ATTENDED:**

**iReign Class of Professional Excellence, (IRCPE) UK.**

**2018**

through iReign Classique Consult Nigeria, (iRCCN), Kaduna.

Competence Certificate in Human Resource Management (HRM).

## **ADDITIONAL SKILLS AND INTERESTS:**

Computer Skills: Working proficiency in Microsoft Suite, Excel, Data Analysis.

Language Skills: Yoruba and English

Driven Skills: Car, Bus and any others Vehicle, with Valid Driver's license.

## **LEADERSHIP:**

Faculty president Interlink Polytechnic, ijebu-jesa, Osun State.

**2017**

NYSC Social director Fanisau Orientation Camp, Jigawa State.

**2018**

Transport Secretary at The Redeemed Christian Corps Fellowship

**2018**

(R.C.C.F) Jigawa state.

## **HOBBIES:**

Reading, Meeting new people, Travelling, Driven Vehicle, Research development and Data Analysis.

## **REFEREES:**

### **MR. AJIBADE ADEOLU**

Head of Marketing

Ibadan Electricity Distribution Company, (IBEDC) Ilesha Business unit

Osun State.

08033769861

### **MR. TOSIN OMOLE**

Managing Director

Ere-City Microfinance Bank Ere-Ijesha, Osun State

08037174030