

OLAGUNDOYE AYOMIDE ENITAN

No 7a iyangoe oke-ogba quarters Akure, Ondo State

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BIO DATA:

Sex:	<i>Male</i>
Date of Birth:	<i>18 May, 1997</i>
Place of Birth:	<i>Akure</i>
State of Origin:	<i>Ondo State</i>
Local Govt. Area:	<i>Akure South</i>
Marital Status:	<i>Single</i>
Religion:	<i>Christianity</i>
Nationality:	<i>Nigerian</i>

CAREER OBJECTIVES:

- ❖ To contribute a quota of my potentials and make meaningful contribution to the overall development of the organization.
- ❖ To learn and to grow. I want to work for an organization that provides the opportunity to improve my skills and knowledge to grow along the organizations objective
- ❖ To be consistently honest, diligent and uphold the principles of integer to the discharge of my duties.

EDUCATIONAL INSTITUTIONS ATTENDED:

<i>Tertiary:</i>	ADEKUNLE AJASIN UNIVERSITY <i>Akungba Akoko, Ondo State</i> 2017
<i>Secondary</i>	SACRED HERAT MINOR SEMNIARY <i>Araromi Akure, Ondo State</i> 2008 – 2013
<i>Primary:</i>	Oyemekun Grammar School <i>Oyemekun road, Akure Ondo state.</i> 2006

ACADEMIC QUALIFICATIONS:

- ❖ B.Sc. in Mass Communication. 2017
- ❖ West African Examination Council (WAEC) 2015
- ❖ National Examination Council (NECO) 2015
- ❖ First School Leaving Certificate (FSLC) 2007
- ❖ National Youth Service Corp Certificate (2022)
- ❖ British Council Examination (Cambridge) 2013

PROFESSIONAL/COMPUTER SKILLS ACQUIRED:

- ❖ Ability to use Microsoft Office Packages; Microsoft Word, Microsoft Excel

- ❖ Informative Technology Planning / Operations
- ❖ Customer Relation Management
- ❖ Oral/ analytical thinking,
- ❖ Data collection and analysis
- ❖ Networking and wireless

SPECIAL SKILLS ACQUIRED:

- ❖ Skillful in writing, eloquent in speaking English Language and ability to generate results.
- ❖ Ability to work independently with/without supervision.
- ❖ Good personal relationship with customers/innovation of useful ideas.
- ❖ Respect for authority, ambitions and self-amortization.
- ❖ Exhibit good learn spirit, versatile and industrious.
- ❖ Creative, innovative and dedicated to duty with honesty.

WORK EXPERIENCES:

Employer:	ISON EXPERIENCES
	<i>3rd floor Kingsway Building Dugbe Ibadan Oyo State</i>
Job Description:	<i>Assistant IT Executive</i>
	Key Result Area:
	<ul style="list-style-type: none"> ▪ <i>Perform Project management of IT initiatives.</i> ▪ <i>Manage multiple areas of technology and multiple departments.</i> ▪ <i>Preparation and management of operating and capital budgets.</i> ▪ <i>Oversee new system facilitation, current system enhancements</i> ▪ <i>Manage internal/external application upgrades.</i>
Period:	2022-till date
Employer:	ISON EXPERIENCES
	<i>3rd floor Kingsway Building Dugbe Ibadan Oyo State</i>
Job Description:	<i>Customer Care Representative</i>
	Key Result Area:
	<ul style="list-style-type: none"> ▪ <i>Knowing our products inside and out so that you can answer questions.</i> ▪ <i>Processing orders, forms, applications, and requests.</i> ▪ <i>Keeping records of customer interactions, transactions, comments, and complaints.</i> ▪ <i>Communicating and coordinating with colleagues as necessary.</i> ▪ <i>Providing feedback on the efficiency of the customer service process.</i>
Period:	2021-2022

Employer: **ADETOLA NURSERY AND PRIMARY SCHOOL**

Job Description: *Sunday Bustop, Ijoka Akure Ondo State*
Class Facilitator

Key Result Area

- *Organize supplies and resources for lectures and presentations.*
- *Plan and implement educational activities and events.*
- *Ensure your classroom is clean and orderly.*
- *Evaluate and document students' progress.*
- *Allocate and grade homework, assignments, and tests.*

Period: **2021**

Employer: **BREEZ 91.9 FM**
Sunday Bustop Ijoka Akure, Ondo State

Job Description: *Studio Manager*

Key Result Area:

- *work closely in the studio with individual show teams, in order to parachute into recordings on an ad-hoc basis*
- *Workload dispatch*
- *Compiling studio schedules for senior management meetings*

Period: **2019**

Employer: **RADIO NIGERIA (Positive 102.5 FM)**
Behind NTA ondo road, Akure, Ondo State

Job Description: *Intern*

Key Result Area:

- *Introduced and hosted programmes*
- *Interviewed guests in the studio, by telephone and on location*
- *Cast short news, traffic, sports and weather reports*
- *provided links between programmes*
- *Wrote scripts*

Period: **2017**

HOBBIES: Reading and Surfing the Internet.

REFERENCES: Available on request.