

# BENSON A. ODIGBE

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## PERSONAL STATEMENT

I am a graduate of Education with specialization in Human Kinetics and Health Education. I have a bright prospect and pursuit for excellence, flexible to learning and adaptability to new concepts. I am also flexible to changing working environment.

## WORK EXPERIENCE

- Professor Adebola Olufunmilayo Ogunbiyi, Department of Medicine, Faculty of Clinical Science, University College Hospital, Ibadan, Oyo State. (May. 2019 - Date).

Role: Office Assistant

Nature of work

- Overseeing clerical tasks, such as Sorting of files and sending mails.
  - Keeping an inventory of office supplies and ordering new materials as needed.
  - Taking and delivery messages, creating and entering information into databases..
  - Assisting in the running of daily office work smoothly.
  - Operating office Equipment like photocopy machine and scanners.
  - Posting and dispatching of letters and files to designated office and desk.
- National Medical Post Graduate College of Nigeria, Lagos State University Teaching Hospital {LUTH} Idi -Araba. MAY AND NOVEMBER National Medical Post Graduate Examinations. {May 2018 – Date}

Role: Clerical Officer / Examination Assistant

Nature of work

- Administration of exam preparation and arrangements.
- Administer and oversees exams according to strictly guidelines and standards; check candidate's identification, distributes exams materials and monitors the conducts of the candidates.
- Adequately and effectively inputting candidate's scores on the spreadsheet.
- Quick retrieval of candidate's information for collation, submission and storage of result in the Database.
- Efficiently coordination of all aspects of examination stages.
- Assist in the enforcement of exam security policies and procedure before, during and after exams.
- Provide general administrative assistance, to include collection of phones and other electronic gadgets from candidates' before the commencement of exam and provision of information to walk in candidates.

- GLOBAL Beverage Nigeria Limited, Warehouse, Ibadan. (February. 2018 – April 2019)

Role: Assistant Store Keeper

Nature of Work:

- Receiving, checking, recording, organizing and storing of stocks as it is received.
- Taking inventories of stocks and products.
- Dispatching and loading goods out of the warehouse for delivery.
- Verifying of all items and stocks dispatched.
- Scrutinizing all deliveries to ensure that defective or incorrect items are returned.
- Examine stocks and dispose of depreciated and expired stock.
- Adequate documentation of materials and supplies issued and report discrepancies.
- Communicate and cooperate with supervisors and coworkers.

- HAYZONS Nigeria Limited, Ibadan RC 1462645. (January. 2017 – December. 2017)

Role: Logistics and Transport Manager

Nature of Work:

- Transporting of working tools and materials to sites.
- Coordination and supervision of staff at sites
- Mobilization of staffs for work.
- Procuring materials for work.
- Taking stock before and after each phase construction and installation.
- Store management and stock keeping, making available the needed materials for use.

- Nigeria Bottling Company Ltd, Youth Empower Program (April. 2018 )

Role: Participant

Nature of Program

- Life skills.
- Business skills program, interacting and networking with others.
- Communication skills
- Project Management (Basic Knowledge of Project Management and Process).
- Time Management skills.
- Event Planning and Management.

- National Youth Service Corps, Federal Government of Nigeria. (Oct. 2015 – Oct 2016)  
Oluponna Middle School 1, Iwo, Osun State.

Role: PHE subject Teacher

Nature of Work:

- Plan and prepare lessons in line with subject's schemes of work, using appropriate teaching methods and resources.
- Mark and monitor students class work and homework providing constructive oral and written feedbacks, and setting targets for student's progress.
- Teaching of Subject Content.

- Academic assessment of students.
- Monitoring and evaluating student's academic performance.

➤ Royal Diadem International College, Ajobo, Ibadan.(2013)

Role: PHE subject Teacher

Nature of Work:

- Plan and prepare lessons in line with subject's schemes of work, using appropriate teaching methods and resources.
- Mark and monitor students class work and homework providing constructive oral and written feedbacks, and setting targets for student's progress.
- Teaching of Subject Content.
- Academic assessment of students.
- Monitoring and evaluating student's academic performance.

➤ Distinct Jubilee International College, Ojoo, Ibadan. (2012)

Role: PHE subject Teacher

Nature of Work:

- Plan and prepare lessons in line with subject's schemes of work, using appropriate teaching methods and resources.
- Mark and monitor students class work and homework providing constructive oral and written feedbacks, and setting targets for student's progress.
- Teaching of Subject Content.
- Academic assessment of students.
- Monitoring and evaluating student's academic performance.

## **ACADEMIC QUALIFICATIONS WITH DATES**

➤ Bachelor of Education, B.Ed, Health Education, University of Ibadan. (2015)

*Second class Honors (Lower Division).*

➤ National Examination Council. (2008)

➤ West Africa Senior School Certificate. (2007)

➤ Junior Secondary School Certificate Examination. {2004}

## **INSTITUTIONS ATTENDED WITH DATES**

➤ National Youth Service Corps, Federal Government of Nigeria. (Oct. 2015 – Oct 2016)

➤ University of Ibadan, Ibadan. (2010 - 2015)

➤ Praise Model College, Sasa, Ibadan. (2002 - 2008)

➤ Immanuel College, Ibadan. (1996 - 2002)

## **SKILLS**

*Computer*

- Microsoft Office suites
- SPSS and Epidata

### *Language*

- Proficient Use of English
- Fluent Use of Yoruba dialect

### **PERSONAL BIO-DATA**

- *Name:* Benson Abiodun
- *Surname:* Odigbe
- *State of Origin:* Delta
- *L.G.A:* Ukwuani
- *Date of Birth:* 19<sup>th</sup> December, 1992.
- *Sex:* Male
- *Marital status:* Single
- *Religion:* Christian

### **AWARDS**

- Nigerian Bottling Company, Youth Empowerment Certificate.
- Certificate of National Service
- Member of the Nigeria Association for Physical and Health Education, Recreation, Sport and Dance (NAPHER.SD)

### **HOBBIES**

- Travelling
- Listening to Music
- Sporting and exercise
- Cycling

### **REFEREES**

#### **Professor ADEBOLA O. OGUNBIYI**

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