

AKINOLA, OLUWAKEMI ELIZABETH

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CAREER OBJECTIVE:

To strive for excellence in a challenging environment where potential can be explored, and skills will be maximally developed and utilized as a mean of contributing to the development and advancement of the organization as well as personal career.

PERSONAL OBJECTIVE:

To utilize acquired professional skills, knowledge and technical capacity in contributing a reasonable quota of value appropriation, quality work methodology and efficiency in alignment with the organisation goals and objectives.

SKILLS

<ul style="list-style-type: none">• GENERAL: Analytical and critical thinking skills, effective communication and interpersonal abilities, client management, negotiation skills, Administrative Support, Customer Service, , Business administration, Strategic planning, Prolific in written and oratory prowess.• MANAGERIAL SKILLS: Collaboration, Problem Solver, Focus, Contribution	<ul style="list-style-type: none">• SOFTWARE: Microsoft Suite Packages• LANGUAGE: Fluent in English and Yoruba
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WORK EXPERIENCE

2018 April – March 2019: National Youth Service Corps (Project Supervisor)

- Supervise in the project planning process renovation of 10 classrooms at Uhonmora grammar school.
- Act as communication liaison between low-level employees and senior management
- Mobilize and coordinate of labour on the site

- Facilitate the purchase and delivery of resources that is needed for the completion of the project.
- I make sure projects are completed on time and on budget
- Prepare the schedule of work activities on the site for the worker
- Keeping track of financial records of shipment materials and daily labor logs.

May 2015 – April 2016: B.Vita Construction Limited Iganmu, Surulere, Lagos. (Industrial Trainee)

- Completes operations by developing schedules; assigning and monitoring work.
- Maintains safe and healthy work environment by establishing and enforcing organization standards.
- Helping project managers to plan the work programme.
- Helping co-ordinate deliveries of materials and equipment.
- Completing records for site reports.
- Conducting regular inspections to ensure compliance with relevant legal requirements, processes and procedures.
- Assessing and managing safety hazards.
- Organizing and overseeing external inspections, such as with a health and safety inspector.

PROJECT SUPERVISE

- Renovation of 10 classrooms at Uhonmora grammar school. Edo State
- Construction of super structure of office block at the Local Government Council Secretariat. Edo State
- Renovation of Administrative block at St. Mary Grammar School. Edo State
- Excavation at Oriental foods limited Ibadan Oyo State
- Installation of rock wool and cladding sheet for factory building at Oriental Foods limited. Ibadan. Oyo State.

EDUCATION

2015 -2017

The Federal Polytechnic Ado-Ekiti, Ekiti State.
HND Building Technology (Upper Credit)

2012-2014 **The Federal Polytechnic Ado-Ekiti, Ekiti State.**
ND Building Technology (Upper Credit)

2011-2012 **Peace International College Ibadan Oyo State**
First School Leaving certificate.

RESEARCH PUBLICATION

Implementation of Health and Safety standard in the Nigeria construction industry: A case study of construction firms operating in Oyo state.(Not published)

HOBBIES

Traveling and Swimming

VOLUNTEER EXPERIENCE

2018-2019 National Youth Service Corps, Nigeria

REFERENCES

Bldr. Musa Shamsudeen
Dept. of building Technology
Federal polytechnic Ado ekiti, ekiti state
08038574213

Engr. Ajani Olubayo
Eskay intercontinental limited
Sw8/414, Anfani layout off Ringroad, ibadan.
08039275306