

ADELEKE AKINTUNDE DANIEL

Block 2 extension, Jakande Housing Estate, Lekki, Lagos State.

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SUMMARY

Ambitious and Result-Oriented Sociology Graduate with a comprehensive understanding of administrative benefits and organizational skills. Highly flexible, adaptable, creative and competent individual, copes well with high stresses situations and can manage a variety of duties concurrently. Seeking a challenging and rewarding full time opportunity with responsibilities, where my keen analytical, research, collaborative and goal oriented professional aptitude can be applied to provide high value business and socioeconomic solutions.

EXPERTISE

Microsoft Word	Team-Oriented	Creative and Innovative	Leadership
Analytical skills	Communication	Problem Solving	Negotiation
Administrative Skills	Documentation	Operational support	Research
Time Management	Data Entry	Teaching	

WORK EXPERIENCE

Ogidan Government Middle school

Osogbo, Nigeria

Subject Teacher

Sep. 2018 – June 2019

Accomplishments:

- Provided exceptional teaching to the student which improved their knowledge and ability.
- Provided administrative support to the teachers to ensure smooth running of the school.
- Supported students through variety of tasks related to learning such as debate, quiz, extra lesson classes and sport.

GT Bank

Lagos, Nigeria

Office Assistant

Feb. 2018 – April 2018

Accomplishments:

- Provided exceptional support to the officials which increased overall efficiency
- Provided administrative support to ensure efficient operation of the office.
- Responsible for confidential and time sensitive material.
- Familiar with a variety of the field and office concepts, practices and procedures.

VOLUNTEER/ LEADERSHIP EXPERIENCE

Coordinator, Peer Educator Trainers (PET CDS, NYSC)

Sep. 2018 – June 2019

Accomplishment:

- Ensured responsiveness and participation of corps members within the group.
- Provided series of sensitization for students and young adult within the community
- Ensure proper communication and the welfare of corps members

President, Nigerian Sociology and Anthropology Student Association (Uniosun) 2015 - 2016

Accomplishments:

- Championed a fundraising campaign that raised about #400,000 for equipment such as projectors, public address system and social activities.
- Promoted events that led to increased student participation within the association.
- Organised academic events that enhance the development of the department

EDUCATION

B.Sc., Sociology (Upper Division)
Osun State University, Osogbo

2018

PROFESSIONAL CERTIFICATION

Certificate of Proficiency in Human Resource Management
International Organization for Resources Management (IORM, UK)

2019