

DAVID MERCY OMOLOLA



CONTACT

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+2347037620397

8, Ambassador Estate , Orita-odan,
Off Olodo Bank, Iwo Road, Ibadan.

SKILLS

Information Technology : Proficient
in Microsoft Word, Microsoft Office,
Microsoft Excel/ Spread Sheet, Corel
Draw, Power Point and Graphic
Designs

Leadership Skills : Consistently
exhibit confidence and enthusiasm
on task.

Languages Skill : Proficiently
speaking and writing English, Yoruba
,Ebira and basic Hausa

ACHIEVEMENTS & AWARDS

The Most Outstanding Female
Diplomat of the year, 2015 National
Association of History and
International Studies
Students(NAHISS) Adekunle Ajasin
University, Akungba Akoko. Ondo
State, Nigeria.

OBJECTIVE

To achieve organizational growth through individual efforts put together, as an integral part of a well defined team to bring about inventions and innovation dedicated and directed to achieve the organization's core vision and goals.

EXPERIENCE

Kumuyi, Kumuyi & Kumuyi Legal Practitioners, Akure , Ondo State
January, 2019 - December,2020
Confidential Secretary

Ensuring meetings are effectively
organised and minuted

Maintaining effective records and
administration

Upholding the legal requirements of
governing documents, charity law,
company law etc (where relevant).

Communication and correspondence

Meditrust Nigeria Limited. Akure, Ondo State.
2018 - 2019
Secretary/Human Resource Officer

Maintaining and updating staff's files,
sourcing for workers to fill any vacancy as
may be directed by the management.

Ensuring meetings are effectively
organised and minuted

Maintaining effective records and
administration

Communication and correspondence

Command Science Secondary School, Faskari, Kastina State

2017 - 2018

Class Teacher (NYSC)

1. Teaching Christian Religious Studies and Civic Education.
2. Recording and reporting student academic activities to the school authority.

REFERENCE

Hon Justice Olasehinde Kumuyi - "Kumuyi, Kumuyi & Kumuyi Legal Chamber"

Former Chief Justice of Ondo State

joelkumuyi@yahoo.com

08060614909

**Major S.I Muhammad, - "Nigeria Army School of Education Sobi, Ilorin
Phone No: "**

Commandant

07031312826

**Mallam Yahuza Garba - "Government Day Secondary School, Faskari,
Katsina State."**

Principal

yahuzagarba@gmail.com

08032356073