

# **CURRICULUM VITAE**

Name: Bright Oziegbe Iyamu  
Tel. & Email: **07067850102&ozyb007@gmail.com**  
Date of Birth: 11th September, 1983  
Home Address: No.11, Owoade Drive, Opposite UMC, Oke Ado, Ibadan.  
Marital Status: Married

## **EDUCATIONAL INSTITUTIONS ATTENDED**

The Polytechnic, Ibadan, Oyo State.	2007
World Bible School, Correspondence Course U.S.A	2005
The Polytechnic, Ibadan, Oyo State.	2004
Iyoha Anthony Computer Centre.	2004
Immanuel Coll. High School, Orita U.I Ibadan.	1996

## **ACADEMIC QUALIFICATIONS OBTAINED**

Higher National Diploma in Public Administration(Upper Credit)	2007
Certificate of Recognition	2005
National Diploma in Public Administration (Upper Credit)	2004
Diploma in Desktop Publishing	2004
Senior Secondary School Certificate (SSCE)	1996

## **PROFESSIONAL QUALIFICATION**

NIGERIAN INSTITUTE OF MANAGEMENT	2009
Proficiency Certificate in Management	

## **STATEMENT OF EXPERIENCE**

### **WORLD HEALTH ORGANIZATION**

STATE-OFFICE, ADO-EKITI, EKITI STATE.(NYSC)	2008-2009
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POST: INDEPENDENT MONITOR

- Lead, Supervisor, coordinate and manage the activities of the vaccination team on field independently.
- Ensure the successful implementation of the vaccination programme in the appointed supervisory area.
- Give feedback/report to the State Coordinator WHO Ekiti State.

### **BEECHFORD INTERNATIONAL HIGH SCHOOL**

**JERICHO, IBADAN.**

POST: ADMINISTRATIVE OFFICER	2010 – 2013
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- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures.
- Establish work priorities, delegate works to non-teaching staff and ensure deadlines are met and procedures are followed.
- Carry out administrative activities associated with admission in the school.
- Co-ordinate and plan for office services, such as accommodation, equipment, supplies, school excursion exercise, disposal of assets, maintenance and security services in the school.
- Perform any other duties as may be assigned by the school management.

**THE POLYTECHNIC IBADAN,  
CEC ANNEX PROGRAMME, IBADAN.**  
POST: ASSISTANT LECTURER (PART-TIME)

**2010 - 2014**

**Lecture National Diploma I,II,III &HND I students**

**IBADAN TENNIS CLUB  
IYAGANKU GRA, IBADAN**

POSITION: CLUB MANAGER

**2013– 2016**

- Accomplishes staff result by communicating job expectation, planning, monitoring and appraising job result; coaching counseling and disciplining employees.
- Attached appropriate files to incoming and outgoing correspondence
- Attend to visitors and direct them appropriate person/club members.
- Ensuring proper management of staff and club's facilities.
- In charge of all purchases, hiring and sales in the Club.
- Raise payment vouchers, procurement requests and other financial documentation required for making payment/cash disbursement, write cheques for all approved payments and providing monthly feedback to the General Secretary, Executive Committee of the Club.
- Performed any other duties as may be assigned by the club management.

**LEKREM NIG. LIMITED  
LIBERTY ROAD, OKE ADO, IBADAN.**

**(PRINCIPAL AGENT –WINNERS GOLDEN CHANCE VENT.)**

POSITION: FIELD MANAGER

**2016 – 2019**

- Maintains sub-agents recruitment, selection, orientation and training; maintain safe, secure and legal work environment; developing personal growth opportunities.
- Accomplishes sub-agents sales increment by communicating sales expectation, planning, monitoring and appraising sales; coaching counseling and disciplining any erring sub-agents.
- Maintains quality service by enforcing quality and customer service standards.
- Ensuring proper management of sales equipment i.e kiosks and terminals.
- In charge of all sales equipments, allocation of terminals and kiosks, collection of daily sales proceeds from sub-agents and onwards payment to mother company on terms specified.
- Ensuring daily report and feedback to the Managing Director.

**NAMES AND ADDRESSES OF REFEREES**

**Mr. AkinloluOke**

Senior Principal Lecturer,  
The Polytechnic Ibadan.  
Ibadan, Oyo State.  
akinoke2014@gmail.com

**Mr. Femi Oyewole**

Former Registrar,  
OlabisiOnabanjo University,  
Ago Iwoye, Ogun State.  
femioyewole4@yahoo.com  
08033287535

**Mr. DaudaGambo**

Pension Desk Officer,  
Forestry Research Institute of Nigeria.  
Ibadan, Oyo State.  
gambomails@yahoo.com  
08035301959