

ABIODUN ODUNBAKU OLASUNKANMI

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CAREER OBJECTIVE _____

I will like to be a significant part in actualizing the vision of my employer and help to achieve the set goals and objectives in an organization that offer the chance of a mutual beneficial career.

SKILLS _____

- Proficient in the use of MS-Office tools i.e. Excel, Word and Power point
- Effective communication and interpersonal skills
- Excellent management skills
- Good team player
- Outstanding problem solving skills
- Excellent organizational and time management skills
- Exceptional customer service skills

WORK HISTORY _____

Operations Manager, 03/2021- 05/2021

Tulips N Lilies Confectionery, Ibadan, Oyo State

Duties:

- Ensured that the bakery is adequately stocked with quality baking ingredients and supplies.
- Supervised all baking staff and managed all bakery operations.
- Ensured orders are delivered promptly and in good condition.
- Inspected bakery items to ensure that established standards on quality, uniformity and aesthetic appeal are met.
- Made sure the bakery and all baking tools, utensils, equipment are properly cleaned.
- Ensured all activities at the bakery are seamless.
- Resolved customer complaints in a professional manner.
- Served as liaison between the creative director and the staffs.

Financial Secretary, 07/2020 – 02/2021

Adag Standards Limited, Ibadan, Oyo State.

Duties:

- Kept meticulous record of all company transactions and provided detailed report to the management.
- Prepared monthly and annual financial reports.
- Kept track and categorized bills to be paid on time.
- Responsible for the issuing of invoices and receipts.
- Responsible for the organizing and filing of all necessary documents appropriately.
- Responsible for the overall administration of the company.

Business Development Officer, 03/2020 – 06/2020

Bethsaida Care Solutions, Ibadan, Oyo State.

Duties:

- Promoted the company's insurance packages.
- Strategized the acquisition of clients.
- Met with potential clients to present the company's offerings and negotiate deals.
- Developed and executed strategies to increase the company's sales.

Administrative Assistant, 12/2018 – 10/2019

Oyo State College of Nursing and Midwifery, Ibadan, Oyo State.

Duties:

- Assisted the Head of Department of Nursing in academic and administrative works
- Assisted in the planning, execution and supervision of specific functions i.e. collection and collation of data for preparation of manpower budget and any other duties assigned to me by the Head of Department.
- Assisted in the registration of new students and keeping of records of staff and students in the Nursing Department.
- Responsible for the overall administration of the office of the Head of Department and the Nursing department as a whole.

EDUCATION

Bachelor of Science – Physiology, 2018

University of Lagos, Lagos State.

- Literature Review: Preeclampsia in Pregnancy
- Project and Research Work: Effects of Stress on the Testosterone level in Male Rats

SSCE – 2011

Christlead Model College, Ogijo, Ogun State.

VOLUNTARY SERVICES

NAFDAC *Community Development Service*, Ibadan, Oyo State, 01/2019 – 10/2019

Assisted NAFDAC personnel in community outreaches and fund raising on drug use, drug abuse and rehabilitation.

REFEREES

References are available on request.