

BUKUNMI DANIEL ADETUNJI

B.A, PGD. HRM, ACIHRM, CHRP
E6/339b, Oke-Offa Atipe, Ibadan, Oyo State

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CAREER SUMMARY

Very organised individual with excellent spoken and written communication and interpersonal relationship skills. Able to multitask. Committed to effective and efficient execution of organisational goals.

SKILLS

- Proficient in the use of Microsoft Office Packages (MS Word, MS Excel, MS Powerpoint)
- Human Resource Management
- Effective communication and interpersonal skills
- English Language Proficiency
- Mastery in Social Media operations
- Creative and persuasive writing skills
- Innovative and analytical skills
- Project Management and Execution

EDUCATIONAL QUALIFICATIONS WITH DATES

Obafemi Awolowo University – Ile Ife, Osun State

Bachelor of Arts Hons. Degree in English Language, Second Class Upper (2014-2018)

Ikolaba Grammar School, Ibadan, Oyo State

WASSCE – West African Senior Secondary School Certificate (2003-2009)

C.A.C. Itabale Olugbode Primary School, Ibadan, Oyo State

Primary School Leaving Certificate (1997-2003)

WORK EXPERIENCE

EDUCATOR (National Youth Service Corps) **December 2018 till October 2019**

Nene International Private School (NIPS), Trans-Ekulu, Enugu, Enugu State

Job Description:

- Teaching English Language and other Arts related subjects
- Special Tutoring of students with difficulties in reading and writing

Achievements:

- Significantly improved the linguistic competency and performance of the pupils
- Recorded impressive grades in English Language in the common entrance examination and other external entrance exams written by the pupils

OFFICE ASSISTANT

May - November 2018

His Praise Ministries, Martola Street, Off Bashorun-Ashi Road, Ibadan, Oyo State

Job Description:

- Project execution

- Computer typesetting of various types of documents
- Running of the library
- Manning the frontdesk

Achievements:

- Contributed substantially to the successful compilation and publication of Ministry materials
- Exhibited excellent customer-relations and interpersonal skills
- Met set-targets for accomplishment of various tasks under little supervision

SECRETARY

May 2011 – May 2014

Nath. Agunbiade & Co., (Barristers and Solicitors), Iwo Road, Ibadan, Oyo State

Job Description:

- Receiving, keeping records and replying various electronic mails from clients
- Computer typesetting of letters, agreements, various court processes with filing, and their delivery
- Keeping records of valuable documents
- Keeping account of the day-today finance of the chamber

Achievement:

- Contributed immensely to the provision of maximum service delivery to meet the satisfaction of clients, and the smooth running of the chambers

PROFESSIONAL CERTIFICATIONS AND ASSOCIATIONS

- Certified Human Resources Professional (CHRP) (2019)
- Associate, Chartered Institute of Human Resources Management (ACIHRM) (2019)
- Post Graduate Diploma in Human Resources Management (PGD. HRM) (2019)
- Member, Nigerian Red Cross Society (2019)
- Peer Educator – Life Planning Education (Association for Reproductive and Family Health) (2005)

ADDITIONAL DETAILS

Gender: Male

Marital Status: Single

Interests: Reading, Creative Writing, Traveling and Networking

REFEREES

- **Barrister Biola Oladele,**
Oladele & Oladele,
Barristers and Solicitors,
Iwo Road, Ibadan.
Oyo State.
08030829546
- **Dr. Adeyemi Adegoju,**
Department of English,
Obafemi Awolowo University,
Ile Ife, Osun State.
08025897924