

## OSUNGBEMIRO OMONIYI VICTOR

### PROFESSIONAL SUMMARY

A well-mannered, polite, and hardworking individual who can work closely with other professionals in any pressurized environment. I have experience and technical expertise required to contribute to the on-going support in the work environment. I am committed to quality, always acts with honor, and constantly determined to be the best at whatever I do. I would like to work for a successful company that offers great opportunities for career development.

### SKILLS AND ABILITIES

- Ability to work under pressure with little or no supervision.
- Effective written & spoken English Communication skills.
- Ability to work effectively as a team player whilst maintaining protocols and policies of the organization.
- A good possession of Microsoft skills- Microsoft word, Power-point, Excel.
- Listening emphatically
- Observational Skills, being cheerful and friendly.
- Compassionate and trustworthy.

### EXPERIENCE

#### [AMURE HIGH SCHOOL, IKUN EKITI]

Teacher

[2022]

Helped tutored pupils for their Secondary School leaving Certificate

#### [KFC RESTURANT, BODIJA IBADAN]

Manager

[2021]

- Administering and supervising the general activities of staff.
- Assisting the Desk officer with referrals of staff
- Taking proper documentation of authorization codes for staff and resources.
- Assist the kitchen attendant with cooking in the kitchen
- Elevate complaints to management.
- Keep track of inventory.
- Staff management

**[OYO STATE SECRETARIAT]**

Assistant Director of Surveyor

**[2018]**

- Management of workflow
- Identifying development needs
- Maintaining good communication

**EDUCATION**

**ADEKUNLE AJASIN UNIVERSITY, AKUNGBA AKOKO, ONDO STATE, NIGERIA**

Bachelor of Science in Public Administration

2018

**ONDO BOYS HIGH SCHOO, ONDO STATE**

Secondary School Leaving Certificate

2013

**CHRIST ANGLICAN PRIMARY SCHOOL**

First School Leaving Certificate

2007

**COMMUNICATION**

Ability to mix with goal minded colleagues, cope with people of different races. Can understand and speak English language fluently.

**REFERENCES**

**AVAILABLE ON REQUEST**