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# OWOLABI MURITALA ADESANYA

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## ***Career Objective***

To eagerly pursue and develop a professional career in competitive and challenging environment, thereby harnessing resources available to me and contributing my quota in the achievement of organizational goals.

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## ***Experience***

**Crystal Home and Property. Ibadan, Oyo State.**  
**Administrative Assistant, Logistic and Procurement Officer**  
**AUGUST 2018 – SEPTEMBER 2020**

### **Duties:**

To inspect and value property for client's safety.  
To ensure every document concerning the property is genuine.  
The consulting officer who gives logic ideas on investment plan.  
Planning events, and scheduled traveling for staffs.  
Organizing training and workshops.  
Keeping track of records to improve and keep the management updated.

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**Ministry of Works and Transport, Ibadan, Oyo State.**  
**Primary Place of Assignment (PPA) by National Youth Service Corp (NYSC).**  
**Administrative Assistant**  
**SEPTEMBER 2017 TO JULY 2018**

### **Duties:**

Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process.

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**Dennis Enterprises Limited. Okota Lagos.**  
**Administrative Assistant, Logistic and Procurement Officer**  
**JANUARY 2008 – SEPTEMBER 2010**

### **Duties:**

Presenting a professional and friendly first impression of the firm to all visitors and clients.  
Managing incoming phone calls and emails.  
Organizing stationery orders and liaising with suppliers to meet business requests.  
Maintaining and organizing the company filing system.  
Typing all necessary documents and correspondence as required.  
Planning, managing logistics and customer service.  
Directing, optimizing and coordinating full inspection.  
Printing any supplementary notes as necessary.

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## **Education**

### **Joint Professionals Training and Support International Incorporation, Ibadan State.**

Certificate in Human Resource Management  
JANUARY 2018 – JUNE 2018

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### **Olabisi Onabanjo University, Ago-Iwoye, Ogun State.**

Bachelor of Science in Sociology (Second Class Upper Division)  
NOVEMBER 2012 – AUGUST 2016

It has to do with the study of society and interaction between large groups of people.  
Engineering social behavior and awareness.

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### **Center Point Computer College, Ajao Estate, Lagos State**

Diploma in Desktop Publishing/Computer Engineering  
SEPTEMBER 2006 – MARCH 2007

Troubleshooting

Assembling of computer

Repair

Designing using CorelDraw, excel, access, PowerPoint and Microsoft word.

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### **Bedrock College, Surulere, Lagos State.**

West Africa Examination Council  
SEPTEMBER 2002 – JUNE 2007

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### **Kusoru Primary School, Ilasamaja, Lagos State.**

First Leaving School Certificate  
AUGUST 1994 – SEPTEMBER 2000

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## **Skills**

- Substantial knowledge on standard logistics procedures and practices.
  - Proficient in human resource management.
  - Good level of technical skills in computer repair / IT / Communications / Maintenance.
  - Good communication and representative skills.
  - Ability to multi task and get work done.
  - Ability to adapt within the working environment.
  - Ability to work in a team setting and maintains a social welfare.
  - Social media marketing/Digital marketing/Content writer skills
  - Analytical and numerical skills.
  - A good listener and management skills.
  - Good in all computer application package; Microsoft offices, CorelDraw and PowerPoint.
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## **Reference**

References are available upon request.