

# OLUROTIMI OLUKUNLE OLALEYE

13, Adepoju Crescent, Behind D Rovans Hotel, Ring Road, Ibadan.  
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**OBJECTIVE:** To add value to your organization and assist in the achievement of its vision, mission and overall corporate objectives.

## **PERSONAL DATA:**

Date of Birth: 11<sup>th</sup> January, 1981

State of Origin: Osun

Sex: Male

Marital Status: Married

Nationality: Nigerian

Local Govt. Area: Obokun

Languages Spoken: English and Yoruba

## **EDUCATION AND SUMMARY OF QUALIFICATIONS:**

### **Institutions Attended:**

University of Ibadan, Ibadan, Nigeria (2002 -2006)

Baptist Secondary School, Oke-Ado, Ibadan, Oyo State (1992 -1998)

### **Summary of Qualifications:**

**B.Ed** (Political Science Education), University of Ibadan, Nigeria (March 2006).

## **PERSONAL QUALITIES AND COMPETENCIES:**

- Excellent Communication, Presentation and Interpersonal Skills.
- Excellent Sales, Marketing and Business Development Skills.
- Excellent Training, Coaching and People Development Skills
- Good Negotiation Skill
- Proficiency in Internet-based Research and use of Microsoft Office Suite- Word, Excel, Access &Powerpoint
- Ability to work with minimum supervision and deliver excellent results
- Good Team Player

## **WORK EXPERIENCES:**

### **JK MICHAELS CONSULTING**

Plot 33, Olorunmbe Street, Wemabod Estate, Ikeja, Lagos.

Position: **Project Expeditor/Business Development Executive** (April 2008 – November 2013)

#### **Job Description/ Responsibilities**

- Reaching out and bringing individuals and corporate clients for trainings through Direct and Internet marketing.
- Developing proposals for corporate organizations trainings, defending proposals, making presentations on behalf of the organization and following up on prospective clients.
- Negotiating and closing business deals on behalf of the organization with prospective clients/organizations.
- Handling logistics/arrangements for trainings.
- Clients' relationship – attending promptly to clients' requests and complaints,
- Managing clients' database and rendering post-training services.
- Liaising and managing relationship with suppliers and vendors.
- Giving market situation reports/analysis to senior management for strategic actions and decisions.

### **IBADAN BUSINESS SCHOOL**

60/64/70, Francis Okediji Street, Off Awolowo Road, Old Bodija, Ibadan.

Position: **Academic Executive/ Human Resources Officer** (August 2014 – December 2015).

#### **Job Description/ Responsibilities:**

- Proposals development for training programmes
- Telemarketing of online and face-to-face training programmes
- Development and preparation of training modules
- Identification and management of Resource persons/Facilitators for training programmes
- Follow-up and Registration of participants for training programmes
- Executive Coordination of training programmes.
- Preparation of Training Completion Reports
- Managing clients' database and rendering post-training services.

#### **HR DUTIES:**

- Planning and coordinating recruitment and selection exercises
- Managing staff attendance and tracking their movements during official working hours
- Reporting employees' performance periodically; on a monthly and quarterly basis
- Ensuring that employees work in tandem with the company corporate strategic goals as embedded in the Business Strategy Document (BSD)

-Ensuring that equipments and tools are given to employees to enable them perform their work as documented.

#### **COVENANTPLUS GLOBAL ENTERPRISES**

Suite 2, Oriade Shopping Complex, Challenge, Ibadan.

Position: **Head of Operations** (February 2016 till date).

#### **Job Description/ Responsibilities:**

-Graphics Designing of promotional and marketing materials like banners, fliers, letterheads, logos, billboards, e.t.c for individuals and corporate clients.

-General Printing of Souvenirs, Banners, Fliers, Magazines, Programmes of events, Stickers,etc

- Photo Editing and rendering of related photography services.

-Marketing campaigns for individuals and organizations through customized Bulk SMS service.

- Online Applications and Processing for individuals and organizations

#### **TRAININGS ATTENDED:**

High Trust Selling (JK Michaels Consulting) - April 2008

Writing Winning Proposal (JK Michaels Consulting) - May 2008

Making Excellent Presentations (JK Michaels Consulting)-May 2008

Attaining Personal & Professional Excellence (Tycoon Konsult)-June 2008

Effective Branding (JK Michaels Consulting) - November 2008

Dynamics of a Team (TeamBuilding International) – July 2009

Essentials of Project Management (Ibadan Business School) November/December 2014.

**HOBBIES:** Reading, Writing, Listening and Meeting people.

#### **REFEREES:**

**Mr. Oluniyi Ajibade**

Ministry of Education, Oyo State Secretariat,

Ibadan, Oyo State.

08055370799.

**Mr. Gbadebo Adebola**

Ecobank Plc Head Office,

Victoria Island, Lagos.

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