

## **KELVIN AFEGBAI OYAKHILOME**

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EXPRESSWAY LAGOS STATE, NIGERIA.

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### **CAREER OBJECTIVES**

Desire to work in an institution whose core values include professionalism, excellence, trustworthiness, innovation and result oriented so that I can transfuse my knowledge to deliver excellent services through team work, hard work and determination to achieve the institution's set objectives.

### **EDUCATION BACKGROUND**

#### **UNIVERSITY OF BENIN**

2011-2015

BSc Biochemistry

### **SKILLS**

- Computer literate
- Excellent written, oral and inter personal communication skills
- Result oriented mentality
- Good organizational and analytic skills
- Ability to work under pressure
- Proactive attitude

### **WORK EXPERIENCE**

#### **TWEAK REAL ESTATE FIRM LIMITED**

4b Aruosa Street Off Sakponba Road Benin City Edo State.

**Position : Administrative Officer**

**May 2019 – November 2019**

Tweak Real Estate Firm is a leading real estate firm that has grown speedily over the years with the single interest in real estate.

#### **Key responsibilities:**

- ✓ Day to day running of the Firm
- ✓ Properties management
- ✓ Brokerage
- ✓ Consultancy

#### **Happykids Academy**

**September 2018- July**

**2019**

Happykids Academy is a school that deliver quality education to students.

#### **Key responsibilities:**

- ✓ Evaluated student performance in an objective fair and timely manner.
- ✓ Defined and communicate learning expectation to students.
- ✓ Planned and implement effective classroom management practice.
- ✓ Build students ability to work collaboratively with others

**National Youth Service Corps.****November, 2016-November, 2017**

Secretary to the NYSC Local Government Inspector, NYSC Secretariat Igbaja.

Responsibility:

- ✓ Registration of new corps members
- ✓ In charge of the welfare of corps members
- ✓ Oversees community development services
- ✓ Carry out other functions as assigned by the NYSC local government inspector

**African Center of Excellence in Genomics for Infectious Disease(ACEGID)****December, 2014-January, 2015****Industrial Trainee**, I assisted in carrying out routine biochemical analysis.**Independent National Electoral Commission (INEC)****March, 2015**

Assistant Presiding Officer (APO).

- ✓ Account for total number of vote cast in a said voting point
- ✓ Inspect and oversees the responsibility of other ad-hoc staff
- ✓ Perform other task as assigned by the Presiding officer

**Lahor Research Center****July, 2013-January, 2014****Industrial trainee**, Medical Laboratory Scientist. I assisted in carrying out routine biochemical analysis on patient's sample.**Service Pharmaceutical Industry, Benin City****2010****Production Assistant:** Take record of work during production in the industry and carry out other work as directed by the production pharmacist.**LEADERSHIP EXPERIENCE**

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- **President** **April, 2017-October, 2017**  
Education Community Development Service (Education CDS), NYSC.
- **Music and Drama Director** **April, 2017-October, 2017**  
Nigeria Christian Corpers Fellowship, Igbaja zone, Kwara State.

**VOLUNTEER**

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**Voluntary Service Oversees (VSO)****December, 2016-October, 2017****Position:** Teacher

- Teaching Science Subjects in Rural Secondary schools
- Teaching rural communities the 21<sup>st</sup> century technologies and global sensitization.
- Carry out other functions as assigned by the VSO desk officer

**OTHER CERTIFICATE OBTAINED**

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**PRIME International Risk and Safety Management Certificate****2017**

Health Safety Security and Environment (HSSE) level 1,2,3

**Google****2018****Certificate**

The Online Marketing Fundamentals

**HOBBY**

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Reading, playing brainstorming games, travelling, playing football.

**REFEREES**

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**Available upon request**