



# ONIWIDE, BABATUNDE OLUWASEUN

28 Ahola Street, Isheri-Oshun, Off Jakande-Isolo Road, Alimosho, Lagos

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## **Oct. 2014 – Sept. 2015: National Youth Service Corps/Victory Academy Makurdi, Benue State**

**Post: Teacher**

- ❖ Teaching and evaluating students' progress

## **March 2012 - February 2013: WORLDSCREEN CONSULTS Ibadan, Oyo State**

**Post: Front Desk Cashier**

- ❖ Preparation of daily, monthly, and annual sales report.
- ❖ Updating customer information details.
- ❖ Handling office orders and supplies.
- ❖ Providing customer care support.
- ❖ Monitoring communication and attention to customer enquiries.

## **March 2010 - March 2011: BON-SAK ASSOCIATES (*Architect and Civil Engineer*) Mushin, Lagos State**

**Post: Office assistant (Industrial Attachment)**

- ❖ Attending to all phone enquiries
- ❖ Record keeping
- ❖ Fixed assets maintenance

## **CERTIFICATION**

- ❖ Jobberman Accelerated Soft Skill Course. June 2021
- ❖ Institute of Management Leadership and Productivity Development (IMLPD). July 2015

## **MICRO SOFT APPLICATION:**

- ❖ M.S excels. 2007,2010 & 2013
- ❖ M.S word
- ❖ Power point

## **SKILLS**

- ❖ Emotional intelligence.
- ❖ Effective Communication.
- ❖ Teamwork.
- ❖ Problem solving.
- ❖ Adaptability.

## **REFEREES:**

**Available on Request.**