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+2347066337446  
alamuezekiel@gmail.com

## ALAMU EZEKIEL OLAYINKA

**SUMMARY** I am a highly motivated individual with strong intellectual depth in management and administration. An excellent communicator with topnotch writing skill who aims to bring discipline, integrity, hard work and diligence to play in the area given opportunity to serve, adding values to myself and on the goals of the organization.

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### SKILLS & ABILITIES

- Competent in the use of diverse software packages like Microsoft Word, Microsoft Excel, Microsoft Power Point and other software application.
- Good interpersonal relationship and communication skills.
- Excellent management and leadership Skills.
- Outstanding creative writer and skilled researcher.

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### EXPERIENCE **KINGDOM ADVANCEMENT COLLEGE**

Akobo, Ibadan.

(2017-2019)

Teacher.

- Developed lesson plans based on stated requirements and the specific needs of each student.
- Worked with students in the classroom to promote their learning and development.
- Built great interactions with the students in order to enhance learning processes.
- Communicated with parents and kept them informed about their child's development and any changes to the regular day-to-day schedule.
- Motivated the students to achieve their goals.
- Coordinated the day to day activities of the Students.

## **VIC-KINS COMPREHENSIVE COLLEGE**

Sapele, Delta State

Teacher.

(2016-2017)

- Assisted in developing lesson plans based on stated requirements and the specific needs of each child.
- Collaborated with teachers to monitor the development of each child.
- Learnt and understood the teacher's routine to delivering lesson plans and running the class in the event that the teacher was absent on a particular day.
- Worked with children in the classroom to promote their learning and development.
- Communicated with parents and kept them informed about their child's development and any changes to the regular day-to-day schedule.

## **SOLRACH NIGERIA LIMITED**

Ibadan, Oyo State.

Administrative Officer.

(2014-2015)

- Devised and maintained office systems including data management and filing.
- Arranged travel and accommodation and occasionally travelled with the manager to take notes or dictation at meetings.
- Screened phone calls, inquiries and requests and handled them as appropriate.
- Organized and maintained diaries and scheduled appointments.
- Dealt with incoming emails and correspondence on behalf of the manager.
- Carried out background researches and presented findings.
- Liaised with clients, suppliers and other staff.

EDUCATION **Esep le Berger University, Benin Republic.**

**2012 - 2016**

B.Sc. Politics and International Relations.

**Adesina College Ibadan.**

**2006 - 2012**

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REFERENCES **MR. SOLOMON AJANI**

Solrach Nigeria limited

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**MR. VICTORY UKOKO**

Vic-kin comprehensive Academy

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