### DAVID MERCY OMOLOLA



### CONTACT

- @ ayomideola89@gmail.com
- +2347037620397
- 8, Ambassador Estate, Orita-odan, Off Olodo Bank, Iwo Road, Ibadan.

#### SKILLS

Information Technology: Proficient in Microsoft Word, Microsoft Office, Microsoft Excel/ Spread Sheet, Corel Draw, Power Point and Graphic Designs

Leadership Skills: Consistently exhibit confidence and enthusiasm on task.

Languages Skill: Proficiently speaking and writing English, Yoruba ,Ebira and basic Hausa

# ACHIEVEMENTS & AWARDS

The Most Outstanding Female
Diplomat of the year, 2015 National
Association of History and
International Studies
Students(NAHISS) Adekunle Ajasin
University, Akungba Akoko. Ondo
State, Nigeria.

# **OBJECTIVE**

To achieve organizational growth through individual efforts put together, as an integral part of a well defined team to bring about inventions and innovation dedicated and directed to achieve the organization's core vision and goals.

### **EXPERIENCE**

Kumuyi, Kumuyi & Kumuyi Legal Practitioners, Akure, Ondo State January, 2019 - December, 2020 Confidential Secretary

Ensuring meetings are effectively organised and minuted

Maintaining effective records and administration

Upholding the legal requirements of governing documents, charity law, company law etc (where relevant).

Communication and correspondence

Meditrust Nigeria Limited. Akure, Ondo State.

2018 - 2019

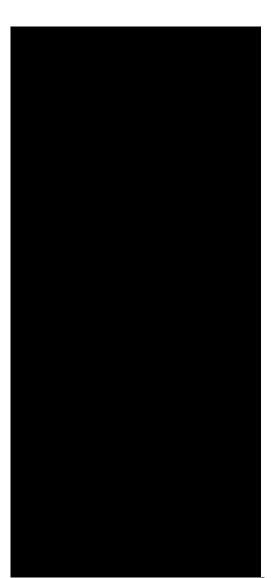
Secretary/Human Resource Officer

Maintaining and updating staff's files, sourcing for workers to fill any vacancy as may be directed by the management.

Ensuring meetings are effectively organised and minuted

Maintaining effective records and administration

Communication and correspondence



Command Science Secondary School, Faskari, Kastina State

2017 - 2018

Class Teacher (NYSC)

- 1. Teaching Christian Religious Studies and Civic Education.
- 2. Recording and reporting student accedemic activities to the school authority.

## REFERENCE

Hon Justice Olasehinde Kumuyi - "Kumuyi, Kumuyi & Kumuyi Legal Chamber"

Former Chief Justice of Ondo State joelkumuyi@yahoo.com 08060614909

Major S.I Muhammad, - "Nigeria Army School of Education Sobi, Ilorin Phone No: "

Commandant 07031312826

Mallam Yahuza Garba - "Government Day Secondary School, Faskari, Katsina State."

Principal yahuzagarba@gmail.com 08032356073