

# Joseph Ayomiposi Odenike

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## Profile

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A vibrant individual with working experience, skilled in administrative duties, proven to excel in a fast-paced environment, and equipped with the ability to efficiently maximize limited time. An active listener who gives his 100% to any and all tasks given. I am a goal-oriented individual willing to learn and add value wherever I find myself.

## Education

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01/2023 – 09/2024      **The University of Wolverhampton, Msc Data Science**  
Wolverhampton,  
United Kingdom

08/2017 – 06/2021      **Babcock University, BSc (Hons). Accounting**  
Ogun state, Nigeria

2011 – 2017      **Kingsfield College, WASSCE 2017**  
Ikorodu, Lagos state,  
Nigeria

## Professional Experience

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04/2018 – 07/2020      **Customer Service Representative, Mojec International Ltd**  
Lagos state, Nigeria

- Ensured customer received high-quality service.
- Maintained high levels of customer service, working quickly and effectively under pressure.
- Provided basic training for new recruits, interns, and also acted as interim supervisor for the training period which lasted 4 months.
- Responded to telephone inquiries and complaints following standard operating procedures.
- Maintained knowledge of company products to provide helpful suggestions and recommendations to customers.
- Assisted in sorting and filing hard copies of financial transactions.
- Aided in postings of financial transactions unto sage 300.
- Engaged in filing and postings of petty cash transactions.

05/2019 – 08/2019      **Volunteer Tutor, Stella Maris Nursery and Primary School**  
Abuja, Nigeria

- Helping children feel successful by giving positive feedback and support.
- Extending or supporting the literacy learning that happens within the classroom.
- Offering individual or small group attention.
- Acting as cover for tutors during absences to keep class orderly.

01/2022 – 11/2022      **Management consultant Intern (Advisory), Price WaterhouseCoopers (PwC)**  
Lagos, Nigeria

- Prepared financial statements for several clients including a non- profit organization.
- Member of a team that performed bank reconciliation for a client in the process of acquisition.
- Drafted reports, Letter Of Engagement, using PowerPoint and Microsoft word.
- Part of a small team that was outsourced to assist a clients recruitment process.

- Maintained frequent interaction with senior management to measure goal achievement and determine areas of improvement.
- Conducted quality, timely performance feedback and performance appraisals.

05/2023 – present  
Birmingham,  
United Kingdom

**Casual event staff**, *Compass group*

- Ensure legal age compliance with alcohol purchases .
- Till cashier.
- Stock taking before and after events.
- Restocking work area.
- Ensuring a neat and tidy work area.

09/2023 – present  
Wolverhampton,  
United Kingdom

**Teaching Assistant (1:1)**, *Pine Green Academy*

- Work with students to make sure they understand the lessons taught.
- Observe, record, and report the progress of students or a student in 1:1 situations.
- Assist lesson tutors to maintain a focused and engaging learning environment.
- Assist teachers in completing learning activities when required.
- Support teachers in managing class behavior.
- Help with outings and sport events.
- Assist with organizing and clearing away learning materials/devices before and after lessons.
- Guide 1:1 to designated areas when they need to take their space or engage in given task.
- Assist in calmly deescalating tense situations amidst pupils.

## Skills

<b>Time management</b>	<b>Python</b>	● ● ● ● ●
<b>Customer service orientation</b>	<b>Relationship building</b>	
<b>Effective communication in written and verbal formats</b>	<b>Microsoft office suite proficiency</b> Microsoft word, excel and PowerPoint	● ● ● ● ●
<b>Ability to work and function in a team</b>	<b>Sage 300</b> Basic knowledge of sage 300	● ● ● ● ●
<b>Html, Css &amp; Javascript</b>	<b>React</b>	

## Certificates

**BSc (Hons). Accounting**      **Jobberman Soft-Skills Training**      **Safeguarding & Prevent**  
Second Class Honours (Upper Division)

**MSc Data Science**

## Interests

- Sports
- Video games
- Watching movies

## References

Made available upon request