

Ismail Babalola

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Personal Profile

A competent hardworking individual with a lot of initiative and the ability to work within agreed procedures. An organised team worker with the skills to build excellent working relationship with all my working contacts. A reliable and motivated person who enjoys solving problems with a creative mind. Good communicator with a professional approach to dealing with clients and displays flexibility in adapting to different demands while committed to maintaining high standards. Looking for an opportunity to utilise existing skills and develop new ones.

Key Skills

- *Customer Care: confident in dealing with the public and in providing exceptional service*
- *Approachable, confident, helpful, friendly and co-operative when dealing with customers*
- *Communication: displays a confident approach and the ability to liaise well at all levels both over the telephone and face-to-face*
- *Flexibility, adaptability and willingness to learn new skills*
- *Excellent interpersonal skills used in all employment and experience to date with the ability to build effective working relationship with all my working contacts.*
- *A commitment to the values of diversity and equality*
- *Confident and efficient with an ability to manage own workload and use time effectively*
- *Patient, energetic, a sense of humour with imagination, creativity and the skill to adapt to changing demands*
- *Excellent keyboard and IT skills – Microsoft Office, Word, Excel, PowerPoint, Outlook Explorer, Database.*

Qualifications & Training

2021 – Up to date	Kaplan AAT Level 2 - Pending
2015 - to 2021	Kingston University – Penrhyn Road, Kingston-upon-Thames KT1 2EE BSc degree in Aerospace Engineering
2013 - 2015	City of Westminster College – Paddington Green, London W2 1NB BTEC Diploma in Electronic / Electrical Engineering (MPP)
2013	Prendergast Ladywell Fields College – Brockley, London SE4 1SA 7 GCSEs (A* - C Grades) - English Language & Mathematics included

Employment History

2021	Burger King – 46-52 High Street, Peckham, London SE15 5D <i>Kitchen duty and customer assistant</i> <ul style="list-style-type: none">• Responsible for cooking and frying of all available patties before they are finished to prevent customers from waiting too long• Responsible for preventing cross-contamination when preparing meals• Responsible for making sure that all meals are fresh• Ensuring that customers' orders are properly prepared as soon as possible• Ensuring that the frozen food compartments are properly stocked before they are empty• Ensuring that the dining areas are always clean after customer use• Ensuring that the kitchen and dining area are clean after closing hour
2014	Aylesbury IAG @ Green Man Skills Zone – Coldharbour Lane, London SW9 8RR

Administrative Assistant (Voluntary)

- Providing administrative support to Outreach Careers Advisers and service users in the centre
- Helping with users' queries – face to face, over the telephone or by email
- Updating data records and inputting new ones
- Gathering, sorting and compiling information on various subjects – career opportunities, training facilities, jobs etc
- Filing, photocopying and other general administrative duties
- Provision of covers at reception and general teamwork including the provision of covers for absent colleagues in other part of the centre

2012

Care Plus Partnership – Canadian Avenue, London SE6 3BP

Care Assistant

- Provided a basic personal care, social care and emotional support to elderly people who needed help with day-to-day tasks in the home
- Responsible for routine medical tasks like applying cream or changing dressings
- Helped service users to keep as much independence and quality of life as they can
- Developed friendly, caring and trusting relationships with my service users, talked to them, listened to them and reassured them when they were anxious or confused
- Helped them to make friends with other service users or keep in touch with their families
- Strict adherence to health and safety regulations, elimination of hazards and being aware of any changes in an individuals physical or mental health, such as pain, loss of mobility, depression or anxiety and reporting it to the appropriate staff
- Organised recreational activities such as Bingo Nights, Friday Movies, Christmas party and educational workshops i.e., sewing, gardening and clay sculpturing
- Kept a record of activities and work carried out with everyone

Hobbies & Interests

I love listening to music and reading Greek and Roman mythology books for relaxation. I have a very keen interest in Space and cosmology hence my current studying of Aerospace Engineering. I love reading about computers, I have also experience building three personal computers. Socialising with my friends and family members by going out for a meal, to the cinema or celebrating an event is another of my interest as this keeps me entertained and in touch with loved ones. I like meeting people from all walks of life to share life experiences.

*******References available on request*******