

# OLADIMEJI, OLUWAFEMI BABATUNDE

**Address:** 1, Opeyemi Bamidele CR, Freedom Way, Lekki Phase I, Lekki, Lagos State.

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## CAREER OBJECTIVE

I want to become a member of a professionally challenging and dynamic environment, where I can gain more know-how that will allow me progress in expanding my creative ideas and contribute my very best towards accomplishing the organisational goals. I am strong and not afraid of new tasks. When faced with challenges, I align with the famous Adidas slogan: Impossible is nothing. Thus, I always strive to attain excellence and precision at all times in all positions and circumstances as well as attaining professional distinction and proficiency.

## BIO DATA

Date of Birth:	6th April, 1993
Sex:	Male
Marital Status:	Single
Religion:	Christianity
Place of Birth:	Igede Ekiti
Local Government:	Irepodun/Ifelodun
State of Origin:	Ekiti
Nationality:	Nigerian

## EDUCATION BACKGROUND: INSTITUTIONS, QUALIFICATIONS AND DATES

- |                                                                                                                              |             |
|------------------------------------------------------------------------------------------------------------------------------|-------------|
| * University of Ilorin, Ilorin, Nigeria<br>Bachelor of Science in Political Science<br>Second Class Honours (Upper Division) | 2014 - 2018 |
| * Femtech Information Technology Institute (FITI), Ilorin, Kwara State<br>A Diploma in Computer Engineering and Networking   | 2013        |
| * Sola Babalola Memorial High School, Iro Ekiti, Ekiti State<br>West African Senior School Certificate                       | 2006 - 2012 |
| * Methodist Primary School, Igede Ekiti, Ekiti State<br>First School Leaving Certificate                                     | 1999 - 2005 |

## OTHER AWARD

- |                                                              |             |
|--------------------------------------------------------------|-------------|
| * National Youth Service Corps<br>NYSC Discharge Certificate | 2018 - 2019 |
|--------------------------------------------------------------|-------------|

## WORK EXPERIENCE

- |                                                                                    |             |
|------------------------------------------------------------------------------------|-------------|
| 1. <b>Company:</b> Softrays Information Technology, Ilorin, Kwara State            | 2014 - 2018 |
| <b>Position Held:</b> Administrative Officer and Personal Assistant to the Manager |             |

## Job Responsibilities

- Monitored and maintained office equipment and office supplies stock;
- Administrative support such scheduling meetings, circulation of memos etc.;
- Organized and maintained of important and confidential company's documents and information;
- Attended to customers' complaints, inquiries and feedbacks;
- Prepared regular financial and administrative reports;
- Administration, maintenance of company database;
- Assisted Managing Director in line with his prescription.

2. **Institution:** Independent National Electoral Commission (INEC) 2019  
**Position Held:** Ad hoc Staff (Assistant Presiding Officer I)

## COMPUTER LITERACY

Proficient in the use of:

- Microsoft Package (Word Process, Excel, Manager and PowerPoint); and
- Statistical Package for Social Science (SPSS).

## PERSONAL ATTRIBUTES

- Good Communication Skills and Interpersonal Relationship;
- Independent Working and Excellent Grasping Ability;
- Excellent in Management, Administration and Leadership Skills;
- Strong Analytical and Problem Solving Ability;
- Self-Confidence and Tolerance Capability and;
- Good in Handling of Important and Confidential Documents and Information; and
- Excellent in Foreign, Public, Corporate and Private Policy Analysis.

**HOBBIES:** Reading, Surfing Internet, Researching and Seeking New Knowledge.

**LANGUAGES SPOKEN:** English and Yoruba.

## REFEREES

1. **Dr (Mrs) A. J. Omede**

Reader (Associate Professor)

Department of Political Science, University of Ilorin, Ilorin, Nigeria

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2. **Engr O. E. Ademola**

Managing Director

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3. **Dr O. O. Oni**

Principal Management Development Officer (PMDO)

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