

OLAPOJUOLANIRAN OLALEKAN

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EDUCATION

B.Sc.Economics <i>Lagos-StateUniversity, Ojo, Lagos-State</i> <ul style="list-style-type: none">GPA: NoneNone	2012 <i>None</i>
SeniorSecondaryCertificate(SSCE) <i>MasonCollege, Festac Town, Lagos-State</i> <ul style="list-style-type: none">GPA: NoneNone	2003 <i>None</i>
SeniorSecondaryCertificate(SSCE) <i>FestacGrammarSchool, Festac Town, Lagos-State</i> <ul style="list-style-type: none">GPA: NoneNone	2002 <i>None</i>
FirstSchoolLeavingCertificate <i>ToluNurseryandPrimarySchool, Apapa, Lagosstate</i> <ul style="list-style-type: none">GPA: NoneNone	1996 <i>None</i>

EXPERIENCE

ACCOUNTS&ADMIN. <i>CHRISTAPOSTOLICCHURCH, FESTACTOWN</i> <ul style="list-style-type: none">HumanResourceAssociateManaged personnel records and ensured the confidentiality of sensitive employee information.Processed cash and cheque payments, maintaining accurate financial records.Handled cash management and maintained chequebook records.	February2012–December2021 <i>None</i>
SchoolTeacher <i>God'sFavourNursery&PrimarySchool, Ibogun, Ifo, OgunState.</i> <ul style="list-style-type: none">Organised and coordinated staff welfare programs, contributing to a positive work environment.Assisted in team coordination by addressing staff needs and fostering a supportive atmosphere.	January2022–March2022 <i>None</i>
GeneralServices <i>KediHealthcareFestac Town, LagosState.</i> <ul style="list-style-type: none">Managed office operations, ensuring a smooth and efficient workflow.Served as Store Manager, overseeing inventory and stock levels.Organized distributors for marketing campaigns and rallies, contributing to sales growth and brand awareness.Maintained accounts and managed financial records.	January2023–Date <i>None</i>

TECHNICAL SKILLS

Other: Creative and Analytical Thinking, Proficient in Computer Applications/Software (Microsoft Office Suite, WindowsXP professional, Excel), Excellent Communication Skills (Verbal and Oral), Strong Presentation/Public Speaking Skills, Exceptional Time Management Skills, Team Management, Coordination, Sales and Marketing, Account Management