

OLAPOJUOLANIRAN OLALEKAN

08104663227 | lekanolapoju@gmail.com | [LinkedIn](#) | [GitHub](#) | [Website](#)

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, FestacTown, Lagos-State</i> <ul style="list-style-type: none">GPA: NoneNone	2003 <i>None</i>
SeniorSecondaryCertificate(SSCE) <i>FestacGrammarSchool, FestacTown, 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

GeneralServices <i>KediHealthcareFestacTown, LagosState.</i> <ul style="list-style-type: none">Managed office operations, ensuring efficient workflow and resource utilization.Served as Store Manager, overseeing inventory control and optimizing stock levels.Organized and coordinated distributor events and marketing campaigns to drive sales and brand awareness.Maintained accurate accounts and financial records.	January 2023–Date <i>None</i>
ACCOUNTS&ADMIN. <i>CHRISTAPOSTOLICCHURCH, FESTACTOWN</i> <ul style="list-style-type: none">Managed personnel records and ensured strict confidentiality in handling sensitive information.Processed cash and cheque payments accurately and efficiently.Managed cash flow and maintained chequebooks.Maintained accurate accounts and financial records.	February2012–December2021 <i>None</i>
SchoolTeacher <i>God'sFavourNursery&PrimarySchool, Ibogun, Ifo, OgunState.</i> <ul style="list-style-type: none">Organized and coordinated staff welfare programs.Instructed students and contributed to their educational development.	January2022–March2022 <i>None</i>

TECHNICAL SKILLS

Developer Tools: Microsoft Office Suite, WindowsXP professional, Excel
Other: Creative and Analytical Thinking, Good Communication Skills (Verbal and Oral), Good Presentation/Public Speaking Skills, Exceptional time management skills, Office Management, Sales, Marketing, Procurement