

# OLAPOJUOLANIRAN OLALEKAN

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## EDUCATION

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

## EXPERIENCE

<b>GeneralServices</b> <i>KediHealthcareFestacTown, LagosState.</i> <ul style="list-style-type: none"><li>Managed office operations, ensuring smooth and efficient workflow.</li><li>Served as Store Manager, overseeing inventory and sales processes.</li><li>Organized distributors for marketing campaigns and rallies, contributing to increased product visibility and sales.</li><li>Managed accounts, ensuring accurate financial record-keeping.</li></ul>	January 2023–Date <i>None</i>
<b>ACCOUNTS&amp;ADMIN.</b> <i>CHRISTAPOSTOLICCHURCH, FESTACTOWN</i> <ul style="list-style-type: none"><li>Served as Human Resource Associate, managing personnel records with strict confidentiality.</li><li>Processed cash and cheque payments, maintaining accurate financial records.</li><li>Managed cash flow and cheque books, ensuring financial stability.</li><li>Maintained accurate accounts, providing financial insights and reports.</li></ul>	February2012–December2021 <i>None</i>
<b>SchoolTeacher</b> <i>God'sFavourNursery&amp;PrimarySchool, Ibogun, Ifo, OgunState.</i> <ul style="list-style-type: none"><li>Organized and coordinated staff welfare programs, fostering a positive and productive work environment.</li></ul>	January2022–March2022 <i>None</i>

## TECHNICAL SKILLS

**Developer Tools:** Microsoft Office Suite (Excel proficient), Windows XP Professional  
**Other:** Creative and Analytical Thinking, Good Communication Skills (Verbal and Oral), Good Presentation/Public Speaking Skills, Exceptional Time Management Skills, Sales and Marketing, Account Management, Team Leadership, Customer Relationship Management