

Jeminat Motunrayo MURITALA

Plot 5, Pashegba Estate, Ologunfe Bus stop, Awoyaya. Lagos State.

+2348138673217, +2349055905493.

oyindamolamuritala@gmail.com.

OBJECTIVE:

- To gain suitable employment in a corporate environment where my core values can be put to best use.

Personal Profile:

I am a passionate Graphic Designer with experience spanning over one year of active development of basic, enterprise frontend solutions. Highly proficient in the use of Microsoft office tools with basic knowledge of JavaScript, HTML, CSS and Mobile Application development Technologies. Strongly result oriented with a team playing spirit and highly self-motivated with eyes always on excellence and sustainable solution.

Core Values: Hard working, Dedicated, Resourceful, Team player,
Honesty Diligence.

Competences:

- Proficient in spoken and written English
- Interpersonal communication and good negotiation skills
- Attentive to details
- Innovative
- Operational use of Microsoft office tools and SQL
- Appraise Use of IT packages and Electronic communication
- Experience in Project Management
- Basic Use of Java Script, CSS and HTML
- Basic use of Bootstrap

WORK EXPERIENCE:

Executive SECRETARY (Volunteer)

Junior Chamber International Nigeria,

January 2019 – Till date

Local Organization: Lagos Coral, Lagos State.

An Humanitarian Organization

Tasks/Achievements

- Monitored members database
- Demonstrated the ability to provide information at first hand.
- Maintained a positive working relationships with a portfolio of 100+ members over 6months
- Demonstrated a superior time management skills
- Designed and implemented a scheduling system that increased front office productivity by 50%.

EXECUTIVE ASSISTANT

Claims and Insurance Diagnostic Limited

January 2017 – April 2017

Gbagada, Lagos

A project management company.

Tasks/Achievements:

- Prepared meetings.
- Supervised and trained other office staff on effective communication and team bonding
- Conducted research and prepare reports that influence the company policy.

SALES ASSISTANT

Euromega Atlantic Nigeria Limited

February 2014 - September 2016

Clay Bustop, Oregun Lagos.

Producers and marketers of detergents. (Brands: Goodmama and Klin)

Tasks/Achievements:

- Outside sales rep for over 50 clients in a respected market
- Developed relationships with 40 new distributor, wholesalers and Retailers
- Exceeded sales quotas by 20% in every quarter
- Scored at least 89% in regular company product knowledge exam
- Best sales assistant twice within 1year 3months.

COMPUTER LECTURER/ GUIDANCE COUNSELOR

Army Day Secondary School

March 2013 - February 2014

Isior, Benin city, Edo State.

National Youth Service Corps

Tasks / Achievements

- Improved Academic Achievements by 70%
- Improved Students moral behaviours
- Improved their knowledge about Internet of things (IOT)
- Organized more counselling programs
- Helped students to feel safe and confident in classrooms.

SECRETARY

Global Fleet Oil and Gas Nigeria Limited

May 2010 - September 2011

Ota Business District, Ogun State.

An oil and gas company

Tasks/Achievements

- Monitored multiple business accounts
- Demonstrated the ability to provide consistent, quality service for an extended period.
- Maintained a positive working relationships with a portfolio of 40+ clients over 2years
- Demonstrated a superior time management skills
- Designed and implemented a scheduling system that increased front office productivity by 50%.

EDUCATIONAL QUALIFICATION WITH DATE:

- Ladoke Akintola University of Technology. (Ogbomoso)
B. Tech (Hons) Transport Management 2012
- Jelly Las College, Agege Lagos. (SSCE)

PUBLICATIONS

- Road Transportation Management and Customers Satisfaction (a case study of KASMAG Transit Limited). Transport Management department Ladoke Akintola University of Technology; 2012.
- The Effect of Managerial Efficiency in Transportation (a case study of LAMATA) General Studies Ladoke Akintola University of Technology; 2008

PROJECTS

- **PHALANX:** A Biometric app for effective health services to solve Card retention and immunization program. <https://jemmiebugs.github.io/Phalanx>
- **ST.Francis:** A Web site built for a friend to practice what I have learnt after Udacity course. <https://jemmiebugs.github.io/Francis>
- **The PULL NIGERIA:** A Web site built as a result of our final assessment after the Nigeria Women Techster for Internship placement. The case study is to create a site that solves one of the Sustainable development goals. This web site talks about Ending Poverty. <https://jemmiebugs.github.io/PULL-Nigeria>
- **Zealous:** A CV web site. My personal CV website. <https://jemmiebugs.github.io/Zealous>

ADDITIONAL CERTIFICATE:

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| • Nigeria Women Techster Training (Nigeria-German & Tech4Dev) | 2019 |
| • Front End web developer <i>UDACITY</i> (Andela Community) | 2018 |
| • Digital Skills Certificate (<i>Google Certified</i>) | 2017 |
| • Individual development Course (<i>Financial Literacy</i>) By Junior Chamber International Nigeria | 2015 |
| • Microsoft specialist (SQL) Ishk Tolaram Digital Scheme | 2015 |
| • Junior chamber international NIGERIA "TOPGUN XVI" (Personal Development Course) | 2014 |
| • Health, Safety, Security and Environment (HSE 2) Joint Professionals Training & support Int'l | 2013 |
| • Diploma in Desktop Publishing by <i>Alpha computer Institute, Agege Lagos</i> | 2005 |
| • Diploma in Graphics and Computer Operation <i>Top Tee International, Agege Lagos</i> | 2005 |

MEMBERSHIPS, VOLUNTEER EXPERIENCE & AWARDS:

Memberships

- Junior Chamber International Nigeria
- Sport and Development for youth and child Education
- Young People Agricultural Research Development
- Young Africa Techpreneurs

VOLUNTEER EXPERIENCE

- | | |
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| • Code for a Cause Nigeria Hack-a-thon Booth Camp | 2018 |
| • FACT Centre (Festo Nigeria) | 2017 |
| • Stop! Women Domestic Violence | 2016 |
| • Stop a bite that Kills (Malaria Eradication) | 2016 |
| • A Girl Child a World of Generation 2 nd Edition | 2015 |
| • A Girl child a world of Generation 1 st Edition | 2014 |
| • Career Day tagged "The confused Teenager" held in Army Day Secondary school Isior, Benin city Edo state. | 2013 |
| • Youth summit Tagged "individual Social responsibility" | 2012 |
| • Operation Kick against cholera outbreak held in Ibadan | 2011 |

- Hope for Girls Africa

2010

Awards

- Young Africa Techpreneurs Award Best Rookie Developer 2018
- JCI Lagos Coral Most supportive board member. 2017
- JCI Lagos Coral Most Resourceful Board Member 2016
- Ten Outstanding Young Persons In Nigeria Award (TOYP) Honoree 2016
- Best corper of the Year (*Army Day Senior Secondary School Isior, Benin city, Edo state*) 2014
- Most Valuable Player Ibile Games 2013
- Most Outstanding Transport Management Student class 12 2012
- Most Resourceful Team member by Junior chamber International Nigeria (collegiate Chapters Area A) 2011
- Most Travelled JCI Member JCIN Lautech 2011
- Most Representing Member JCIN Lautech 2011
- Most Supporting Member JCIN Lautech 2011

HOBBIES:

- Meeting People, Travelling, Researching, Playing Basket Ball, Dancing and Serving Humanity.