

Olakunle Ibrahim Hassan

To strive for excellence and contribute to organisational goals and targets while enjoying job satisfaction.

WORK EXPERIENCE

I4GXZuri Training, Lagos, Nigeria.

Position: **Remote-Intern**

May 2022 - August 2022

- Completed a list of tasks weekly.
- Worked on complex programming frameworks.
- Worked on several real world applications.

M.O.J. AKANDE & CO. (Legal Practitioners), Lagos, Nigeria.

Position: **Front Desk Officer/Litigation Clerk**

2012 – 2022

- Kept front desk tidy and presentable with all necessary materials at all times.
- Received letters, packages and distributed them.
- Assisted the senior relations manager in daily tasks.
- Prepared outgoing mail by drafting correspondence, securing parcels etc.
- Updated appointment calendars and schedule meetings as needed.
- Monitored office supplies and placed orders when necessary.
- Kept updated records and files.
- Monitored office expenses and costs.
- Took up other duties as assigned (travel arrangements, schedules etc).
- Provided administrative support to both customers and staff.
- Perform other clerical duties as needed, such as filing, photocopying, and collating.

KM & F Projects Ltd, (Civil Engineer/Building Construction) Lagos, Nigeria

Position: **Secretary/Supervisor**

2010 – 2012

- Maintained development and construction budgets.
- Reviewed construction invoices and oversee payments.
- Managing time efficiently in order to complete task.
- Supervise workers on site.

PERSONAL DETAILS

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+2347069789030

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Twitter: @iam_kaylezy

SKILLS

Coding,
Organization,
Effective Planning,
Multi-tasking,
Time Management,
Customer Service,
Interpersonal,
Communication,
Microsoft Package,
Leadership,
Graphic Designing,
Editing,
Attention to detail,
Sales,
Bookkeeping,
Problem Solving,
Site Supervision.

INTERESTS

Marketing,
Soccer,
Coding,
Gaming,
Traveling,
Dancing.

LANGUAGES

English (*Intermediate*),
Yoruba(*Native*),
Pidgin(*Conversational*).

- Processed payroll for labourers.
- Accepted permit applications and fees for both new, renovation and minor construction project.
- Managed schedule for office, maintaining meeting times and required appointments.

LAREM INFORMATION TECHNOLOGY, Lagos, Nigeria

Position: **System Engineer / DTP**

2007– 2010

- Managed and monitored all installed systems and infrastructure.
- Installed, configures, tested and maintained operating systems, application software and system management tools.
- Proactively ensured the highest levels of systems and infrastructure availability.
- Monitored and tested application performance for potential bottlenecks, identified possible solutions and worked with developers to implement those fixes.
- Maintained security, backup and redundancy strategies.
- Wrote and maintained custom scripts to increase system efficiency and lower the human intervention time on any tasks.
- Participated in the design of information and operational support systems
- Provided 2nd and 3rd level support
- Liaised with vendors and other IT personnel for problem resolution

EDUCATION

National Open University of Nigeria, Lagos, Nigeria

Major: **B.SC Accounting**

2014 - 2018

Gbagada Senior Grammar School, Lagos, Nigeria

Major: **S.S.C.E**

2000 – 2006

EXTRACURRICULAR ACTIVITIES

Participant, Lagos State Ready Set Work (July 2018 - September 2018)

Participant, Code Lagos Initiative (September 2018- October 2018)

REFERENCES

Will be made available on request.