

AINA OPEYEMI JOHN

2, Mustapha olowo Eti-ebute , Paseda, Awoyaya , Ibeju Lekki, Lagos State.
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Career profile: To obtain a gainful employment in a noble organization contributing significant worth as highlights of my skilled services to the further profitability of the organization and moving it a positive step towards realizing its objectives.

Personal details:

Date of Birth:	December 22, 1982	Religion:	Christian
Marital Status:	Marred	Nationality:	Nigerian
State of Origin:	Kwara	Local Govt Area:	Ifelodun

Skills and Proficiency

- Customer Service
- Experience in Store Management
- Knowledge of Fleet management (work with Lagbus)
- Good communication skill

Educational Qualifications:

Kwara State Polytechnics, Ilorin Kwara Strate. 2008
HND. Computer Science

Kwara State Polytechnics, Ilorin Kwara Strate.. 2005
OND. Computer Science

Tomia Community Secondary School, Alagbado, Lagos state. 2000
Senior Secondary Certificate Examination (S.S.C.E)

Prospect Nursery and Primary School, Alagbado, Lagos State 1993
First School Leaving Certificate

Work Experience:

C & I Leasing Staff Cooperative Multipurpose Society.

Position: Cooperative Administrator.

Duration: 2019- Till Date

Duties: Handle all cooperative related correspondence
Aid with different budgeting and bookkeeping activities
Keep databases in check and update them regularly
Create and present reports monthly
Oversee the flow between cooperative, treasury and Payroll
Respond to customer requests

C & I Leasing Plc - Leasing House C & I Leasing drive, off Bisola Durosinmi Etti drive, lekki phase 1, Lagos

Position: Human Resource Assistant

Duration: 2017 - 2019.

Duties: Assist in the recruitment of new Staff
Documentation of new employee.
To ensure the data of new and existing staff are up to date.
Assist in Customer service.
Production of ID card for new and existing staff.

MTN Nigeria - Km 14, Lekki - Epe Express Road, Mayfair garden, Lagos State.

Position: Customer Care Agent. (Call Center Agent)

Duration: 2016 - 2016

Duties: Inbound / Outbound calls to MTN customers.
Eyeballing excel sheet to verify customer details on KYC portal.
Customer Service Agent.

FISRT OPTION COLLAGE - Km 42, Lekki-Epe Expressway Lagos State.

Position: ICT Teacher/ Data Entry

Period: 2015

Duties: Teaching student basics and rudiment of ICT.
System Maintenance etc

ROSS-CLINTON NIG. LTD - Road 54, House F 84, VGC.

Position: I T Support Officer **Department:** Information Technology

Duration: 2011 -2014

Duties:

- Member, Technical Support Crew.
- Managing of domain accounts by creating, adding and deleting of user and computer account.
- Manage and resolve all kinds of IT/Technical Problems within the organization. Local Area Network Administration and Troubleshooting

FAB-REM LIMITED (Lagbus operator) - km 14 lekki-epe express road, eputu, Ibeju lekki, Lagos.

Position: Bus officer **Department:** Operation

Duration: 2011 - 2013

Duties:

- Ensure the buses get to the bus stop on time by calling the driver to know where they are.
- Validate commuter tickets and make sure they are all on line.
- In case of emergency need. The officer will the office

BENUE CEMENT COMAPANY PLC (NYSC) - 72, Markudi Road, Gboko, Benue State, Nigeria.

Position: Store Officer **Department:** Store

Duration: 2009 - 2010

Duties:

- To exercise general control over all activities in Stores Department.
- To maintain and keep proper records of items shipped, received, or transferred to another location.
- To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- To reserve a particular material for a specific job when so required.
- To issue materials only in required quantities against authorized requisition notes/material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

SIDMACH TECHNOLOGIES NIGERIA LIMITED - 13 Town Planning Ways, Ilupeju, Lagos.

Position: I.T. Officer (Industrial Training)

Department: Information Technology

Duration: 2005 - 2006

Duties:

- Installation and Re-installation of systems
- Internet Installation
- Maintains all Antivirus Issue
- General User Assistance

Hobbies: Reading, Playing Scrabble, enjoy listening to people etc

References: Available on request.

