

LATINWO, Bukola Mubo

08035614992, 08156443604

No. 22 Orofun Village,

Lekki Free Zone,

Ibeju-Lekki,

Lagos State.

BMLatinwo@gmail.com

OBJECTIVES

To acquire knowledge and experience through every possible means. To effectively use my experience, academic qualifications and skills in order to enhance the growth and progress of any organization, community and the society at large.

EXPERIENCE

JAN 2018 - DATE | (Warehouse Officer)

Insignia Prints Technology (A division of DUFIL Group)

Itoke Village, Lekki Free Trade Zone, Ibeju-Lekki, Lagos State

- Receives flexible packing raw materials and prepare the Good Receives Note (GRN) on Enterprise Resource Planning Software
- Ensures the raw materials are checked for damages and informs QC department of new materials.
- Stacking and arrangement of the materials properly according to 5S.
- Preparation of packing list/bin cards for new materials
- Receiving of requisition and issuance of raw materials to production
- Processing of transactions on Enterprise Resource Plan Software.
- Ensure First-In-First-Out procedure is adhered to.
- Maintenance of Good Manufacturing Practices and adherence to Health and Safety Regulations in raw materials storage areas.
- Receiving of finished goods from production and dispatching to customers.

JUNE 2017 – JAN 2018 | (Client Relations Officer)

Amlyn Company Limited

19, Park Lane, Apapa GRA, Lagos State.

- Manning sales and rental office.
- Marketing available flats for sale and rent
- Negotiations on sales, letting and leasing of properties.
- General administration for rental, payment matters and documentation.
- Ensuring welfare of residents
- Review and enforcement of estate rules and regulations
- Customer care

FEBRUARY 2017 – MAY 2017 | (Business Analyst)

T-hub

Edmund Sean Plaza, Badore Road, Addo, Ajah, Lagos State.

- Social media marketing
- Sourcing for clients to register and advertise on the platform
- Getting products and services across to clients through phone calls
- Customer care.

JUNE 2016 – JANUARY 2017 | (General Duties)

Agrikk Matas Limited.

Along Osogbo–Ibadan Expressway, Aisu–Ede, Osun State.

- Administrative duties (sales and record keeping)
- Fish, Mushroom and Plantain Production and Processing
- Computer Operator/Customer service relation officer

MAY 2013 – MAY 2016 | (Teaching Assistant)

Department of Computer Science and Engineering, Ladoke Akintola University of Technology.

PMB 4000, Ogbomoso, Oyo State.

- Teaching (both Part-time and Full-time undergraduate students)
- Supervision (Undergraduates and Postgraduate students' examinations)
- Sales of Textbooks and handouts for the department
- Data entry at the examination office
- Refreshment organization for seminars and workshops

JULY 2011 – JULY 2012 | National Youth Service Corps(NYSC)

Office of the Millennium Development Goals (MDGs),

Isi-Uzo Local Government Council

Ikem, Enugu State.

- Data Entry (Microsoft Excel)
- Meeting Coordination/Inspection of facilities

APRIL 2009 – NOVEMBER 2009 | Industrial Training (Internship)

Design Union Consulting LLC

Plot 984A, Saka Jojo Street, Off Idejo Street, Victoria Island, Lagos State.

- Software Installation (AutoCAD, Revit, Corel Draw, Photoshop, Microsoft Office)
- Network Administration/Troubleshooting
- System Troubleshooting/Administration
- Internet Administration/Troubleshooting

EDUCATION

2004-2010 | **Ladoke Akintola University of Technology, Ogbomoso, Oyo State.**

2012 - 2016 B.Tech (Computer Science M.Tech (Computer Science)

2nd Class Upper Division 66% grade

1997-2003 | **Federal Government College, Ogbomoso, Oyo State**

West African Examination Council(WAEC)

SKILLS

Team Player and good organization skills

Ability to work under pressure

Goal-Oriented, high ethical and moral standards

Ability to learn fast and smart with figures

Proficiency in the use of MS Office packages (MS Word and Excel)

Excellent Interpersonal and communication skills

PERSONAL DATA

Date of Birth: 4th June, 1987.

Sex: Female

Marital Status: Single

State of Origin: Oyo State

INTEREST/HOBBIES: singing, playing indoor and online games, reading, meeting people, going to the beach/cinema, research, surfing and travelling.

REFERENCES

Prof. S.O. Olabiyisi

Dept. of Computer Science and Engineering,
Faculty of Engineering and Technology,
Ladoke Akintola University of Technology,
Ogbomosho, Oyo State.

08036669863

Dr. (Mrs) S.O. Ehindero

HOD, Dept. of Guidance & Counsel.,
Obafemi Awolowo University,
Ile-Ife, Osun State.

08022688566

Mr. P. K. Afolabi

Director, Agrikk Matas Limited,
Aisu-Ede, Osun State.

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