**SADIQ AYORINDE**

# Address: 29, Olorunfunmi Street, Oworoshoki, Lagos State

**Telephone: +2348028096812 Email:** [**ayorindesadiq91@gmail.com**](mailto:ayorindesadiq91@gmail.com)

**CAREER OBJECTIVE**

A dedicated and result oriented individual with excellent skills in providing effective resolution to queries as well as knowledge in administration and customer services. Keen interest in a professional and challenging environment where I can serve and learn, improve my skills and furnish my abilities, utilize my education and experience to enhance organizational effectiveness; share in the jot of solving problem, while advancing my professional growth. Strong verbal, listening, andwritten skills. Adept at multitasking to achieve individual and team goals. Committed to quality and excellence.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **PERSONAL DATA** |  |
| **Gender:** | Male | **Marital Status:** | Single |
| **Nationality:** | Nigerian |  |  |
|  |  |  |  |
| **EDUCATIONAL BACKGROUND** | | | |

# University of Lagos, Akoka, Lagos State 2014 – 2018

B.Sc. Sociology

# International School, University of Lagos, Akoka, Lagos State 2003 – 2009

Senior Secondary Certificate Examination

**WORK EXPERIENCE**

# National Youth Service Corps, Lagos State

**Empirical College, Ikotun**

Subject Teacher (Government & Civic Education) 2019 – 2020

* Managed the activities of the students via proper register and attendance
* Observed students’ performance and ensured students documents are well kept
* Prepared lesson notes outline and plans in assigned subject area
* Prepared the students for both internal and external examination
* Taught students successfully & developed their love for Government and Civic Education

# Distant Learning Institution (University of Lagos)

Examination Ad-hoc Staff November 2017 – December 2017

* Arranged records and supervised examination coordination
* Curbed examinational malpractice or irregularities
* Led the team in achieving a successful examination by identifying impersonators and reporting them to the school authority
* Sorted and inputted old cards to their files
* Transferred old files to the main school record department
* Verifying student’s examination pass card

# PERSONAL SKILLS AND COMPETENCES

Excellent customer service skills as well as ability to manage multiple tasks assignments and identify key opportunities and efficiencies for greater profitability

Excellent analytical, interpersonal and communication skills (written and verbally) as well as work effectively under pressure and to meet deadlines

Good command in computer skills such as: Microsoft Office Suite (Word, Excel, Powerpoint) with ability to become familiar with firm-specific programs and software

Currently enrolled in Edubridge Academy Human Resources track to learn, acquire and improve my skills. Courses being taught at Edubridge Academy include HR Analytics, Compensation & Benefit, Talent Management, Microsoft Excel, Powerpoint presentation among others