

# **OLOWU FATAI BABATUNDE**

No15, Wahab Ashafa Street, Langbasa, Ajah Lagos State.

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## **PERSONAL STATEMENT:**

A team player with good interpersonal skill relationship, ability to work effectively and ability to work under minimal supervision, to over efficient service through effective communications, good computer skills, problem solving and management skills, marketing and creativity skills, administrative skills, loyalty, trust punctuality and sincerity.

## **CAREER OBJECTIVE:**

To secure a challenging position, where I can effectively utilize my skills and ensure my growth through the organization growth, possessing competent skills.

## **PROFESSIONAL CERTIFICATIONS:**

- **Human Resource Management** 2021  
University of Ibadan Consultancy Service Unit, Ibadan
- Google Digital Skill;      **Digital Marketing** 2020
- **Sololearn**; Fundamental of Hypertext Markup Language (HTML) Cascading Style Sheets (CSS) and Javascript (JV) 2019

## **LEADERSHIP CERTIFICATION**

- **Nigeria University Education Student's association (NUESA OOU)**  
**Office Tenure:** SPEAKER Student's Representative Council (SRC) 2019
- **Student's Union Government, Olabisi Onabanjo University** 2018  
**Office Tenure:** JUDGE Representing Faculty of Education Constituency
- **The scout Association of Nigeria, Western Sea Scout Command** 2010-2015  
**Position:** Sub Lieutenant

## **SKILLS AND POTENTIALITIES:**

- Excellent computing skills (MS Excel, MS Word, MS PowerPoint, Coreldraw, Photoshop and Web Design)
- Conflict management skills
- Negotiation skills
- Ability to act with integrity, professionalism and confidentiality
- Good oral and written communication skills
- Good interpersonal and administrative abilities
- Ability to work effectively in a team
- Self – Motivated and target – Oriented
- Experience in using SAGE software in creating employee database
- Willingness to learn, take correction and work with others

- Ability to work with little supervision and under pressure
- Budget planning, monitoring and reporting
- An excellent work attitude

## **PERSONAL DETAILS:**

State of Origin: Lagos State  
 L.G.A: Epe local govt  
 Sex: Male  
 Marital Status: Single  
 Date of Birth: 19<sup>th</sup> June 1997  
 Nationality: Nigerian  
 Religion: Islam  
 Languages: English & Yoruba



## **INSTITUTIONS ATTENDED WITH DATE:**

- Olabisi Onabanjo University, Ogun State 2015-2019
- Jerrytech Computers, Lagos State 2013-2015
- Bookmasters Art & Science Secondary School 2008-2013
- Bookmasters Art & Science Nursery & Primary School 2000-2007

## **QUALIFICATIONS/CERTIFICATIONS:**

- Bachelor of Business Education (*CGP: 3:87*) 2019
- Diploma in Office suit, Coreldraw, Photoshop & Web Design 2015
- West Africa Examination Council (WAEC) 2013
- First School Leaving Certificate 2007

## **WORK EXPERIENCES/ORGANIZATION:**

**2020-2021 Kadwel International School**  
 Barnawa, Kaduna State

### **Position & Responsibility (Teacher)**

- Pasting of fact note
- Plan and implement effective classroom management practice
- Implement the designated curriculum completely and in due time
- Plan and prepare appropriately the assigned subjects
- Demonstrate competence in classroom instruction

**2019-2020 ISLAND COMPUTER COLLEGE**  
 Ajah, Lagos State

### **Position & Responsibility (Computer Operator/ Web Developer)**

- Posting of daily sales into the system
- Locate and solve other malfunctions.
- Retrieve, separate and sort program output as needed, and send data to specified users

- Ensure network and servers are functioning properly.
- Assist programmers and analysts with testing and debugging new programs
- Code Pages, files, test, debug and deploy
- Collaborate with staff and teams to develop, format and deploy content
- Recording of daily expenses in to imprest book

**2019**                      **EDUCATIONAL MANAGEMENT & BUSINESS STUDIES**  
 OOU Ogun State

**Position & Responsibilities (Industrial Training)**

- Arranging Files
- Dispatching Mails
- Typing and Sorting of Mails/Documents

**2013-2015**              **JERRYTECH COMPUTERS**  
 Thy will Shopping Complex, Badore Ajah Lagos  
**Position & Responsibilities: (Graphic Designer/ Computer Teacher)**

- Oversee maintenance and operation of computer hardware systems.
- Control console of mainframe digital computer or set of minicomputers
- Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance
- Teaching and Attending to Students

**AREAS OF INTEREST:**

- Reading, Learning, Listening to Music and Travelling

**REFERENCE:**

**Mr. Bolaji Morufu**

Bolaji Olowu Comm Ent.

08064491792, 08083695651

**Dr. Edun H.J**

*Olubisi Onabanjo University Ogun State (Lecturer)*

081316238535, 08076271450

**Mrs. Joy Ali**

Kadwel International School

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