

ATTE OLUWASEYI OLAYINKA

HIGHLIGHT

	<ul style="list-style-type: none">• Effective communicator• Attention to Details• Teamwork• Negotiation and Persuasion skills• Interpersonal Skills• Organization Skills• Computer Proficiency• Good Time Management• Multitasking• Problem Solving
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PROFESSIONAL SUMMARY

A highly motivated and enthusiastic individual with unique and creative idea; Highly articulate and effective communicator; works well with individuals on all levels; Recognized as a resource person, problem solver and team player; Efficient in identifying new opportunities; Possess excellent interpersonal skill and cross-functional team interactions to collaborate with .

DATE OF BIRTH

January 22nd,1992

SEX

Female

NATIONALITY

Nigerian

STATE OF ORIGIN

Osun state

WORK HISTORY

- **Stagi Cornerstone Orphanage Home Lokoja Kogi State. Nigeria. | Human Resource Assistant (June 2014 - till date)**

- ***Key Responsibilities and Achievements:***

- assisting with the day-to-day efficient operation of the HR office.

- Processing incoming mail

- Creating and distributing documents

- Maintaining computer system by updating and entering data.

- Compiling reports and spreadsheets and preparing spreadsheets

- Contributes to team effort by accomplishing related results as needed.

- Ensuring background and reference checks are completed

- **National Inland Waterways Authority, NYSC, Kogi state.Nigeria| Program & Statistics Officer Jan.2017-Dec.2017**

- ***Key Responsibilities and Achievements:***

- Assisting the administrative officer in proposal formulation and report writing.
- Assisting the office manager and Administrative assistants of the Executive Secretary in guest reception, record keeping, management and mail sorting.
- Responsible for all customer relations activities
- Representative of the organization in various events outside the ministry

- Collect, process, analyse and organizing data gathered during statistical research
- Summarize findings, create reports (including charts and graphs)
- Maintain databases of statistical information,
- Planning and executing program activities in time and accurate manner, provide guidelines and maintain frequent communication

■ **Federal Ministry of Agriculture and Rural Development ,
Abuja.Nigeria | Industrial Training (IT) June 2012- September 2012**

Key Responsibilities and Achievements:

- Monitoring and maintaining office equipment, inventory supplies; orders replacement supplies as needed.
- Creating, updating, and maintaining personnel records, financial records, and other records and databases.
- Preparing reports on expenses, office budgets, and other expenditures.
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets.
- Monitoring incoming and outgoing mail; signing for packages from USPS, FedEx or UPS; receiving mail and packages from couriers and delivering to proper recipient.

LEADERSHIP EXPERIENCE

Treasure And Field Officer ,Agro-Allied Community Development Service Group (CDS) -National Youth Service Corps (NYSC) Lokoja,Kogi State. Nigeria (March 2017-Novenever 2017)

Key Responsibilities and Achievements:

- Worked with the Financial Secretary of the Agro-Allied Group.
- Keeping the Group informed about its financial duties and responsibilities.
- Ensuring that the grouo has a robust Fundraising Strategy, consistent

with its overall strategy, and monitoring its implementation and reporting on it the group.

- Advising the Board on whether the financial resources of the organisation meet its present and future needs, and on any remedial action required, ensuring that the organisation has an appropriate Reserves Policy.
- Ensuring that any restricted funds received for specific purposes are appropriately spent and accounted for.

EDUCATION AND CERTIFICATIONS

- **BSc. Agric Economics and Farm Management (Second Class Upper)**
2011-2016 Bowen University, Osun State, Nigeria .
- **West African Examination Council**
2002-2008 Federal Science and Technical College, Ikare Akoko, Ondo State, Nigeria .

GENERAL SKILLS AND COMPETENCIES

- Achieving goals, creative/strategic thinking and problem solving.
- Excellent ethics, hardworking, focus minded and sound organizational ability.
- Embedded with skills in the use of Microsoft Office packages
- Possesses a positive, mature and professional attitude. Excellent sense of initiative, tidiness, adaptability and networking. Ability to communicate effectively and build relationships with clients and colleagues.
- Excellent clients' service manner and interpersonal skill. Highly

motivated to learn more.

- Possess the ability to join in team work, working with self-exhibiting honesty and commitment in order to achieve organization's desired goal.

PUBLICATIONS

" Technical Efficiency and Availability of Quality Protein Maize in Akinyemi Local Government Area of Oyo state, Nigeria ”

A dissertation that assessed the policies of Nigerian Agricultural institutions, with a view of determining quality crops, efficient technical services, availability of quality seeds to local farmers, the farm management procedures and the importance of protein maize to the Nigerian economy.

INTERESTS AND ACTIVITIES

Music, Reading and Traveling

LANGUAGES

English and Yoruba

REFERENCES

On Request