**KOLAWOLE TIMILEHIN AFOLABI**

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**Summary of Profile**

Energetic individual, well-organised, diligent, self-motivated, and focused professional with a quick-learning ability. I am detailed-oriented and trained and committed to giving my workplace and employer the best.

I am currently seeking to secure an opening with a reputable security Agency where my skills, flexibility coupled with my knowledge, and experience will be effectively developed and deployed, aiming at job satisfaction, self-improvement, and career development to achieve the organizational and individual goals and objectives.

**Strength**

* Self-motivated and target oriented
* Excellent Leadership, Interpersonal and Managerial Skills.
* Excellent Communication (Oral and Written) and Relationship Management Skills.
* Multi-Tasking, Teamwork and Flexibility.
* Ability to work efficiently & effectively under pressure with little or no Supervision.
* Strong work ethic in relation to my given role.

**Professional Skills**

* Office Management.
* Excellent leadership experience.
* Quality management.

**Educational Qualifications**

2024 Level 2**Door supervisor (**SIA Licensed)

2024 **Health and Safety certificate(RQF)**

2023 **Health and Safety certificate (CPD).**

2021-2022 **M.SC** Fashion **Management**

Robert Gordon University, Aberdeen, Scotland

2019. **National Youth Service Corp (NYSC)**

2013 – 2017 **B.SC Home science and Management**

**Federal university of Agriculture Abeokuta, Ogun state, Nigeria.**

2008 – 2010 **Senior secondary school certificate examination**

West Africa Examination Council (WAEC)

**Work Experiences**

2021 Warehouse Operative with DPD till date (Agency worker).

**Position Held:** Parcel scanner and sorter.

**Responsibilities/role:**

* Effective and professional use of manual handling equipments to move and sort parcels to various trailer doors.
* Liaise with Section sortation manager on how best agency workers can be more effective and flexible during shifts.
* Professional use of scanner to sort parcels on the chutes into various depots.
* Collection and processing of damaged parcels in between chutes to appropriate section.

2018- 2019 **Ministry of Home Affairs, Osun State. Nigeria.**

**Position Held**: Personal Assistant to the Permanent Secretary

**Responsibilities:**

* Oversaw the outgoing and incoming of confidential mails for the ministry.
* Oversaw the smooth running of the permanent secretary’s daily schedule.
* Influenced and oversaw the completion of 8 fire stations in 7 local government council areas under the directives of the permanent secretary.

Jan2016 - Jun 2016 **Nike Art Gallery, Dada Estate Osogbo, Osun state. Nigeria**

**Position Held:** Brand Ambassador and brand production.

**Responsibilities:**

* Promoted brand products which gained the recognition of the state government.
* Successfully hosted the tie-dye festive period in collaboration with other staffs and notable organisations.
* Oversaw the design and production of garments (tie-dye) section.

Sept 2010 - Aug 2011 **Matesther Clothing Company**

**Position Held: Embroidery machine operator**

**Responsibilities:**

* Oversaw the maintenance and operation of the of the embroidery machines.
* Actively involved in the digital design and production of graphic images on fabrics as requested by clients.

**Language Proficiency**

* Professionally Proficient in English Language

**References.**

**Available on Request.**