

Ayeni Opeyemi Joseph
1 Bukola Williams close, Awoyaya, Lagos
Tel: [08167640571](tel:08167640571), [08110850434](tel:08110850434); E-mail:
yemayenaii@gmail.com
Date of Birth 24/12/1994

EDUCATION

Landmark University, Omu Aran, Kwara state

2013-2017

- B.Sc. International Relations: (Second Class Upper Division)

Methodist Boys High School, Victoria Island, Lagos
2004-

2010

- Senior School Certificate

Sunglee Formation School, Awoyaya, Lagos

1998-

2004

- Primary school leaving certificate

PROFESSIONAL QUALIFICATIONS (In view)

- Chartered Institute of Personnel Management (CIPM)
- Diplome Approfondi de Langue Francaise (DELF)

WORK EXPERIENCE

Airtel, Lagos, Nigeria

AES

Shop

Agent

July

2019 till date *Responsibilities*

Played a key role in performing the following:

- Driving sales in order to meet weekly, monthly and quarterly shop targets.
- Resolving walk in customers complains.
- Secretary duties to the shop manager.

Thrivhall Consults Lagos, Nigeria

Teaching staff

June 2018 -

June 2019

Responsibilities

(NYSC)

- Teaching speech, diction and ICT to primary and secondary school pupils in schools like Girdhurst, White Dove, and First Option.
- Creation of lesson notes for all the classes taken and administering MS-Office slides when needed.
- Also responsible for the formation and administration of examination questions.
- Registering, cataloguing and dispatching of school documents was also one of my responsibilities.

Divine Global Business Services Limited, Lagos, Nigeria

Inventory Assistant Supervisor

August 2010 –

July 2013

Responsibilities

- Receiving of goods from vendors and release of same to customers.
- Works with purchasing department in ensuring that good ordered by the customer from vendor are supplied according to specification and assisting the finance on tax.
- In charge of maintaining stock card and keeping accurate store figure of entire inventory.
- Ensures that goods are ordered on time to avoid running out of stock.
- Assist in performance management processes.
- Maintain employee records (attendance, EEO data etc.) in accordance to policy and legal requirements.

EXTRA CURRICULAR ACTIVITIES

- Volunteer at All Nigeria United Nations Student and Youth Association (ANUNSA) in the 2017 training of Lagos corps Members on the UN structure, system of operations and how the P5 works.
- Assistant facilitator of freelance vocational workshops with a focus on Cover letter and CV writing skills for entry level role applicants.
- I was the social director of the department of political science and international relations for two years in my undergraduate days. I am also adept at organizing social events.
- I was also the assistant head of tutorials in the department of Political Science and International Relations, Landmark University.