

OSAMADE AWELE LAWRENCE

7067171702

osamaawels@gmail.com



Area7 Block7 Flat2 Calabar Street, Garki
Abuja.



Area7 Block7 Flat2 Calabar Street, Garki
Abuja.

OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATIONS

PRIMARY EDUCATION

Festival Road Primary
School, Garki- Abuja.
First School Leaving
Certificate (FSLC)
2006

PUBLIC ADMINISTRATION

University of
Maiduguri, Borno.
Second Class Upper
Division
2014

WEST AFRICAN EXAMINATION COUNCIL

Model Saviour
College, Maiduguri.
WAEC
2009

BUSINESS ADMINISTRATION

Nasarawa State
University, Keffi
MSc Business
Administration
2020

PERSONAL INFORMATION

Date of Birth: 16/04/1989

SKILLS

Leadership Skill

Communication Skill

MS Word

Computer Appreciation

EXPERIENCES

VISUAL ICT

Cash Transfer Officer
2020 - till date

The Cash Transfer Programming Officer position is responsible for carrying out all aspects of program delivery through cash based programming which can be conditional or unconditional cash transfer or in kind based on the context.

PRECURSOR NIGERIA LIMITED

Field Admin Officer
2015 - 2020

Administrative Officers handle administrative tasks like answering telephone calls, scheduling meetings, preparing reports and filing documents. They may also responsible for managing inventory, maintaining company records, handling budget and

office reporting, invoicing and providing customer service.

NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY

Sub Admin Officer

2014 - 2015

Administrative Officers handle administrative tasks like answering telephone calls, scheduling meetings, preparing reports and filing documents. They may also responsible for managing inventory, maintaining company records, handling budget and office reporting, invoicing and providing customer service.

PROJECTS

CONDITIONAL CASH TRANSFER

Conditional Cash Transfer Zamfara Federal Ministry of Humanitarian

PROJECT SUPERVISOR

Conditional Cash Transfer Jigawa State ministry of Humanitarian

REFERENCES

David Attah

Managing Director
precursor Nigeria Limited
davidattah@gmail.com
8052343333

Okpagu Ekene

Executive Officer
Visual ICT
opkagukene@gmail.com
7044442222