

# OSAMADE AWELE LAWRENCE

## Phone Number:

7067171702

## Email:

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## Address:

Area7 Block7 Flat2 Calabar  
Street, Garki Abuja.

## Date of Birth:

16/04/1989

## 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

### WEST AFRICAN EXAMINATION COUNCIL

Model Saviour College,  
Maiduguri.  
WAEC  
2009

### PUBLIC ADMINISTRATION

University of  
Maiduguri, Borno.  
Second Class Upper  
Division  
2014

### BUSINESS ADMINISTRATION

Nasarawa State  
University, Keffi  
MSc Business  
Administration  
2020

## 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**

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### **CONDITIONAL CASH TRANSFER**

Conditional Cash Transfer Zamfara Federal Ministry of Humanitarian

### **PROJECT SUPERVISOR**

Conditional Cash TransferJigawa State ministry of Humanitarian

## **REFERENCES**

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### **David Attah**

Managing Director  
precursor Nigeria Limited  
davidattah@gmail.com  
8052343333

### **Okpagu Ekene**

Executive Officer  
Visual ICT  
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