Contact Address: 12, basanya street, iyana ipaja Lag0s.

Telephone: 08187428899, 08140286407

Email: okemuyiwa89@gmail.com

**OKE MUYIWA OLUWASEYI**

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| **PERSONAL INFORMATION** |
| **Sex** | | Male |
| **State of Origin** | | **Lagos state** |
| **Date of Birth** | | 13th August 1989 |
| **Marital Status** | | Single |

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| **LANGUAGES** |
| **ENGLISH** ( Fluent ) **YORUBA** (fluent) | |

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| **OBJECTIVES** |
| To achieve the realization of organizational goals and objectives, through the power of collective ideals and proper application of skills and experiences acquired over time. | |

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| **SKILLS** |
| * Good Interpersonal Relationship / Communication skills. * Good written skills. * Integrity and Strength of character. * Dedication to Duty and an Active team player * Ability to work under little or no supervision. / Stress management * Effective Use of the Computer Packages / Applications, * Good negotiation/ Presentation Skills, * Innovative with creative ideas, * Entrepreneurial and Pragmatic | |

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| **SOFTWARE EXPERIENCE** |
| Microsoft words and excel | |

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| **EDUCATIONAL QUALIFICATIONS** |
| **Institution** | **Qualification Obtained** | **From** | **To** |
| ***National Youth Service Corp***  *Katsina, Katsina State.* | **NYSC** | 2018 | 2019 |
| ***Chartered Institute of Customer Relationship Management (CICRM)*** | **Post graduate Diploma in Customer Relationship Management** | 2018 | 2019 |
| ***Chartered Institute of Environmental Health and Safety (CIEHS)*** | **Post graduate Diploma in Chartered Institute of Environmental Health & Safety** | 2018 | 2019 |
| ***Kwara State Polytechnic ,Ilorin***  *Kwara State****.*** | **Higher National Degree in Agric & Bio-Environmental Engineering.**  **Option: Soil and Water** | 2015 | 2017 |
| ***The, Polytechnic of Ibadan***  *Agricultural and Bio Environmental Engineering* | ***National Diploma (OND) in Agricultural and Bio Environmental Engineering*** | 2011 | 2013 |
| ***Iganmode Grammar School*** Ota, Ogun State. | **Senior School Leaving Certificate** | 2004 | 2010 |
| ***Ifedapo Community Primary School, Oyo.***  ***Oyo State.*** | **First School Leaving Certificate** | 1998 | 2004 |

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| **WORK EXPERIENCE** |
| **Company/Organization** | **Position** | **Job Description** | **From** | **To** |
| **May clinics limited**  **Shinkafi Academy, Katsina State.**  A Place of Primary Assignment (PPA) as assigned by the NYSC  ***May and Baker Nigeria Plc.***  **Da-Bark Engineering Company** | Relationship executives/front desk officer  National Youth service Corp ( NYSC )  Basic Technology  Teacher  Production Operator (Contract Staff)  Worked as a Maintenance and Safety Officer (IT) | * Develop and manage good relationship with customers and visitors. * I was in charge of the front desk/reception area. * Answer internal phone calls politely and on information accordingly. * Receives mails, dispatch mails, and keep records of all incoming correspondence. * Data management activities: attendance, consultation. * Collection cash and issuing of receipt to the customers or private patient * Handling of cash collected to account department appropriately. * Registration of customers’ details and proper documentation. * Teaching junior student of the school Computer Studies. * Keeping students files, records and score sheets. * Preparing lesson plan and lesson notes. * Conducting assessment test and supervising examinations as directed by the school authority``. * Good communication with clients. * Attending to customers. * Safety Precautions. * Keeping files and records. | March 2019  April  2018  Nov., 2013  Jan., 2014 | Till date  March, 2019  Nov, 2014  June, 2014 |

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| **Hobbies / Interests** | Reading, Singing, Research work |

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| **REFERENCES** |
| **Engineer M. B. Fasasi Mr. B. Adeyolanu**  Lecturer Head of Department  Agricultural and Bio-environment Agricultural and Bi-environmental  Engineering Departmental Engineering Departmental  The polytechnic Ibadan The polytechnic Ibadan  Oyo State Oyo State  08130895393 08074568919 | |
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