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| **CONTACT DETAILS** | **State of Origin-Ondo**  **Phone numbers-+2348022039874/+2347030997947**  **Whatsapp contact-+2348022039874**  **Email: orowolekola@gmail.com/orowolekola@yahoo.com** |
| **Relevant Experience** | **Experience:**  **Management of administrative activities and organising daily activity calendar. Attending to all correspondences.**  **Investigative procedural skills: Proficient in administration and interpretation of expectations and actual outcome** |
|  |  |
| **References** | **1. Dr Orowole Olushola**  **Ophthalmologist`**  **Queen Elizabeth Hospital**  **Kings Lynn,**  **United Kingdom.**  **Email:** [**solar2k10@gmail.com, +447838478538**](mailto:solar2k10@gmail.com,%20%20%20%20+447838478538) **+2348156876207**    **2. Dr Emmanuel Babatunde Eniola**  **Senior Lecturer.**  **Department of Fisheries and Marine Biology.**  **University of Lagos.**  **Email:** [**monetemi@gmail.com**](mailto:monetemi@gmail.com) **;bemmanuel@unilag.edu.ng .** |
| **Qualifications** | * **B.sc (May 2009- May 2013)** * **M.Sc(Statistics-2018).** |

Employment History

| December 2018 -2022 | **COMMUNICATION FACILATOR**  Customer service analyst | **Duties:**  Sessional work covering satisfaction and experience in all designated MTN shop assigned to be visited   * Administrative duties and feedbacks on customer experience |
| --- | --- | --- |
| November 2014-December2016 | **DEBORAH GUEST HOUSE**  Manager | **Duties:**   * Managing the hotel daily activities and ensuring adequate customer satisfaction.      * Management of administrative activities. |
| November 2013–  November2014 | **NYSC ELECTORAL OFFICER I FOR PRE ELECTION PREPARATION 2014** | **Scope of work**:   * Registration of intending voters * Collating and organising activities in BASSA LOCAL GOVERNMENT in kogi state * . |

| **Employment Dates** | **Previous Employments** | **Department / Scope of Work** |
| --- | --- | --- |
| Jun 2015 –  Jul 2019 | **CAPITAL VENTURE ENTERPRISE**  LOGISTIC AND STORE SUPERVISOR  , | **LOGISTIC AND STORE SUPERVISOR**  Scope of work:   * Ensuring proper management and accountability of goods   Proper documentation of incoming and  outgoing inventory for audit purposes. |
| March 2011-October 2011 | **AJEROMI IFELODUN LOCAL GOVERNMENT SECERTARIAT LAGOS**  Budget and planning department | **Scope of work**  To input voucher receive in the departmental records  To report and submit all financial document presented to the department from finance and other departments in to secretariat**.** |

| **Education / Qualifications** |
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| * **2013 –B.Sc- Bachelor of Statistics, University of Ilorin (September 2009 to September2013)** * **2018 – Master in statistics; university of Ilorin Nigeria.** * **2013-Diploma in computing** |

| **Other Relevant Work Experience / Information** |
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| **Career Goal**   * My career goal is to play a prominent role in delivery exceptional service all designated duty * Ondo state students association university of ilorin welfare sec 2010 * Ondo State students association university of ilorin (general sec) 2011-2012 * Senate president ( statistics department) university of ilorin 2011-2013 * Constitution amend chairman(faculty of science) university of ilorin * Chairman cocoa and bitumen celebration(ondo station student associaton) university of ilorin * MDG Development Service Volunteer Award 2013-2014   **Volunteer Activities/ Engagements**   * National Youth Service Corps (NYSC) Millennium Development Goals Volunteer   I organized seminars in secondary school to educate teenagers students and drivers in the community about road signs and how to identify them .  **Additional Skills**   * Languages   English : Full proficiency  Yoruba : Full proficiency  Ilaje : Full Proficiency |