|  |  |
| --- | --- |
| **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** **+2348156876207** **2. Dr Emmanuel Babatunde Eniola** **Senior Lecturer.** **Department of Fisheries and Marine Biology.** **University of Lagos.** **Email:** **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 recordsTo report and submit all financial document presented to the department from finance and other departments in to secretariat**.** |

| **Education / Qualifications** |
| --- |
| * **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** |
| --- |
| **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 proficiencyYoruba : Full proficiencyIlaje : Full Proficiency |