**OLUSOGA DAMILOLA OMOTAYO**

53, Onitire Avenue, Off Abaranje road, Ikotun Lagos.

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08160750257, 08113254461, 08114355710

**PERSONAL P ROFILE**

* **Sex:** Male
* **Language:**  English, Yoruba
* **Place of birth:** Lagos state
* **State:** Lagos state
* **Nationality:** Nigeria

**CAREER OBJECTIVE**

To develop my career in a growing organization, where I can get the opportunity to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment to duty and where there is a scope to gather knowledge and contribute as well.

**ACADEMIC QUALIFICATION**

**Higher National Diploma (HND) in Business Administration and Management**

**Institution:** Gateway (ICT) Polytechnic Saapade, Ogun state.

**Department:** Business Administration and Management

**Faculty**: School of Management and Liberal Studies

**CGPA:** Upper Credit

**Year of Graduation:**  August 2018

**National Diploma (OND) in business Administration and Management**

**Institution:** Gateway (ICT) Polytechnic Saapade, Ogun state.

**Department:**  Business Administration and Management

**Faculty:** School of Management and Liberal Studies

**CGPA:** Lower Credit

**Year of Graduation:**  October 2015

**Secondary School Certificate (S.S.C.E) (6 years)**

**Institution:**  Ijegun Comprehensive Senior High School

**Group:**  ART

**Year of Graduation:** 2007-2011

**WORKING EXPERIENCE**

* **2014 - 2015** Jalab dry cleaning services, Lagos state as public relation officer (PRO)
* **2015 - 2016** Mutual benefits assurance plc. Ilupeju Lagos State.(Industrial Training)
* **2018 – 2019** Government junior secondary school Kofa, Kano State (NYSC)

**AREA OF EXPERIENCE**

* Ability to good understanding and knowledge of Education management and systems.
* Ability to work independently.
* Ability to checked and verifies all kinds of Office File, and report.
* Ability to prepare all kinds of reports including Correspondence.
* Ability to coordinate with all concerned of government authorities, Education Department
* Ability to maintain all Administration Assistant work.
* Good understanding and knowledge of Education management and systems.
* Self-motivated and positive attitude
* Capable to solve problem
* Verbal and written English communication skills
* Strictly implementation of internal control, policies and procedure
* Timely processing of transaction/submission of reports.

**COMPUTER COMPETENCY**

* Proficient in using computerized Word and Excel.
* Microsoft Word, Excel, Power Point and Lotus Notes.
* Internet literacy

**REFRENCES**

Mr Suna Gabriel 07067520788

Ajayi Yusuf Damilare Mutual Benefit Assurance Plc. 08028489912

Ajaja Ayodeji Mutual Benefits Assuarnce Plc. 0802319887