

ISSAH AYUBA OLAWALE
House 50th, 43resents, 4th Avenue
Gwarimpa Estate FCT Abuja
Tel: 08068294631 Or 09130693086
Email: olawaleayuba29@gmail.com

PERSONAL DATA:

Sex:	Male
State:	Kogi
Local Government:	Yagba East
Nationality:	Nigeria
Date of Birth:	11 th May,1986
Marital Status:	Single

CAREER OBJECTIVE:

A challenging position at a growth oriented firm, which will allow me to utilize my skills, acquire new abilities and provide dynamic solution that will enhance the accomplishment of my organization's goals and objectives, through my commitment, team work, personal discipline and continuous self-improvement.

INSTITUTION ATTENDED WITH DATE:

✓ PGD AT NATIONAL OPEN UNIVERSITY ABUJA	2018
✓ Kogi State Polytechnic Lokoja (ND)	2009-2010
✓ Kogi State Polytechnic, Lokoja (HND)	2012-2013
✓ Wesley High School, Kogi State	2003-2008
✓ YELGA Primary School Ife – Olukotun Kogi State .	1992-1998

CERTIFICATE OBTAINED WITH DATE:

✓ Higher National Diploma (HND) {BUSINESS ADMINISTRATION & MANAGEMENT}	2012-2013
✓ National Diploma (ND) {BUSINESS ADMINISTRATION & MANAGEMENT}	2009-2010
✓ Secondary School Certificate (WAEC)	2003-2008
✓ First school Leaving Certificate	1992-1998
✓ NYSC Certificate	2014-2015

WORK EXPERIENCE:

Civility Nigeria Limited

Producer of Dewluk Table Water
Plot 254 Cadastral Zone Dawaki Layouts
Abuja, FCT

March, 2010 – 2014

I had five (5) year working experiences with **Civility Nigeria Limited** the producer of **Dewluk Table water** located at Dawaki New Extension Area opposite Gwarimpa Estate Abuja, as an undergraduate in 2010 where I worked as a Credit Control/Internal Auditor before proceeding for my youth service programme.

Responsibilities:

- Keeping daily outstanding records of each marketers and updating payment made per day.
- Setting a limitation and controlling the level of outstanding for every marketer.
- Compiling customer's enquiries and complain and submit to department for a resolution.
- Preparing an outstanding report on a weekly basis to the Head of Department.
- Cost control.
- Follow up outstanding through various mechanisms as it supposes before the end of the month.

II. HAPICOM NIGERIA LIMITED

OCTOBER 2015 TILL DATE

POSITION:

OPERATIONS MANAGER.

Responsibilities:

- ✓ Maintain and update company database
- ✓ Manage office supplies stock and place other
- ✓ Organize a filing system for important and confidential company documents
- ✓ Update office policies as needed.
- ✓ Provide guideline to authors' for preparing and submit of manuscript
- ✓ Establishing and define policies on conflict of interest
- ✓ Making editorial decision

COMPUTER SKILLS:

- Computer programme [Excel, Microsoft Word, power-point, corel-draw, and outlook]
- Good communication and writing skills
- Initiative and creative
- Ability to take up challenges with little or no supervision.

LEADERSHIP COMPETENCE:

- ✓ Strategic perspective/plan
- ✓ Developing others
- ✓ Driving for positive Change
- ✓ Managing Risk

CORE COMPETENCIES:

- ✓ Building a good relationship among staff.
- ✓ Learning orientation.
- ✓ Innovation and taking initiative.
- ✓ Drive for result.
- ✓ Communicating with impact.

HOBBIES

- ✓ Football, listening to recitation of Quran, travelling and News.

REFEREE

1. **Mr. Momoh Yahaya**
Senior lecturer, Kogi state polytechnic
Tel: 08036990329
2. **Mr. Laziz Abdulganiyu**
Media Trust Limited,
Publisher of Daily Trust Newspaper, Sunday Trust, Weekly Trust
Tel: 08063479316
3. **Mr. Joseph Kadiri,**
General Manager.
Civility Nig Ltd.
Tel: 08133792319