

JEREMIAH OLUWATOBI OLUWAKAYODE

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BIO DATA

Date of Birth: 08th November 1995

Marital Status: Single

State of Origin: Ondo State

L.G.A: Ilaje

Nationality: Nigerian

OBJECTIVE

An enthusiastic graduate who is flexible, open to learning and seeking opportunities to combine motivation, hard work, critical thinking skill, communication skill, creativity, collaboration, team work and an ability to understand, solve problems and produce quality results for others.

EXPERIENCE

CRAZITIVE AFRIKANS, LAGOS STATE.

AUGUST 2020 – TILL DATE

CONTENT CREATOR AND ADMINISTRATOR,

- Draft content ideas for the magazine
- Researching industry-related topics
- Produce well researched content for publication online
- Add to creative and strategic ideas for online publication and marketing
- Editorial duties including proofreading, research, fact-checking, trafficking proofs
- Word processing, creating spreadsheets and presentations
- Recruitment and project management

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT, ENUGU STATE.

SEPT 2019 – AUGUST 2020

NYSC, OFFICE ASSISTANT.

- Filing and documentation
- Representative of Corp members to the Commissioner on Corps Members Matters
- President Batch B Stream II Corps Members
- Typing and proofreading documents
- Proposals and contract documentation and sorting.

BASH TUTORIALS, SAGAMU, OGUN STATE.

SEPTEMBER 2018 – DECEMBER 2018; MAY 2019 – JULY 2019

TEACHER AND ADMIN,

- Taught Mathematics and Economics
- Assisted in planning academic activities
- Attended to parents' enquiries and complaints
- Supervision of students during tests and exams
- Coordination of students' activities during tutorial hours.

EDUCATION

INSTITUTE OF CHARTERED ACCOUNTANTS NIGERIA (ICAN), (IN VIEW)

FEDERAL UNIVERSITY OF AGRICULTURE ABEOKUTA, OGUN.

2015 – MARCH 2019

BSC (HONS) ECONOMICS.

AHMADU BELLO UNIVERSITY ZARIA, KADUNA.

MARCH 2014 – APRIL 2015

A' LEVEL (IJMB),

- ACCOUNTING
- BUSINESS ADMINISTRATION
- ECONOMICS

C.M.S. GRAMMAR SCHOOL BARIGA, LAGOS.

OCTOBER 2006 – JULY 2012

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION.

PELGEN NURSERY & PRIMARY SCHOOL PALMGROVE, LAGOS.

JULY 2006

PRIMARY SCHOOL LEAVING CERTIFICATE.

SKILLS

- Good knowledge of Microsoft Word
- Good knowledge of Microsoft Excel
- Good knowledge of Microsoft PowerPoint
- Good knowledge of EViews
- Digital marketing
- Social media management
- Excellent interpersonal, networking and communication skill
- Team player; initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

CERTIFICATIONS AND PAPER PRESENTATION

CERTIFICATE OF ACHIEVEMENT (JA CAREER SUCCESS), JUNIOR ACHIEVEMENT NIGERIA (SPONSORED BY SIGMA PENSIONS)

CERTIFICATE OF ACHIEVEMENT, SAYLOR ACADEMY

CERTIFICATE OF ACHIEVEMENT (MGF FUTURE FIT PROGRAM), MISK GLOBAL FORUM

CERTIFICATE OF ACHIEVEMENT, MOHAMMED BIN RASHID UNIVERSITY OF MEDICINE AND HEALTH

VOLUNTEER, JA NIGERIA (BE ENTREPRENEURIAL PROGRAM)

VOLUNTEER, TEDX ASATA ENUGU

VOLUNTEER, SPANTRIX

ACADEMIC ARTICLE, EFFECT OF TRADE LIBERALIZATION ON UNEMPLOYMENT IN NIGERIA

HOBBIES

Playing games, reading, traveling and listening to music.

REFERENCES

- 1) Mr Segun Erewumi; Manager, Polo Club, Ikoyi, Lagos State.
- 2) Mr Bashiru; Founder, Bash Tutorials, Sagamu, Ogun State.
- 3) Surveyor Kayode Adekoya; Automated Datum Consult Ltd, Ogun State.