

BAMIDELE, OLAYINKA RAHEEMAT

Harmony Estate, Galadimawa, Abuja, Nigeria.

Mobile: (+234)8068467968
Email: olayinka.bamidele16@gmail.com

Professional Profile

A committed and driven B.A. English Education Graduate with sound understanding of English Education; Its importance and applications, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

Education and Qualifications

B.A. English Education (Osun State University, Oshogbo, Osun State) **2017**
SSCE WAEC (Government College, Agege, Lagos State) **2012**

Other Certification:

- National Youth Service (NYSC) Discharge Certificate – **2019**
- Certified Computer Coding Developer – **2019**
- Nigerian Red Cross Society Certificate – **2019**
- Teachers' Registration Council of Nigeria (TRCN) – **2017**
- Diploma in Information Communication Technology – **2013**

Graduate Research: The use of information communication technology as a means For quality education in tertiary institutions in south west Nigeria – **2017**

Experience

Jul. – Dec. 2019 **BUSINESS DEVELOPER, Communication and Market Research Group (CMRG), Ikeja, Lagos State.**
At CMRG, I analysed current and past financial data such as sales report and provided strategies to cut costs and increase revenue, I performed market research to identify new opportunities and engaged executives to establish strategies for pursuing those new opportunities and lastly, I created and improved proposals for our existing and new customers.

2018 – 2019 **TEACHER (NYSC), Nigerian Tulip International College, Kano, Kano State.**
At this school, I taught English Language, prepared lesson plans and curriculum, administered tests/examinations and evaluated results. I also assisted with the smooth running of the school by working with the administrative units of the school as the School Hostel Manager. This school served as my place of primary assignment during my 1-year of National Youth Service (NYSC).

Feb. – Mar. 2019 **PRESIDING OFFICER (PO), Independent National Electoral Commission (INEC), Kwara State.**
As the PO, I organized, undertook and supervised all elections, I registered political parties in accordance with the provision of the constitution and act of the National Assembly and I also monitored the organization and operations of political parties on the day of election.

Feb. – Aug. 2018 **DIGITAL CHAMPION (INTERNSHIP), United Bank of Africa, Marina, Lagos State.**

Duties:

- Installation of application (UBA mobile banking, Email Moni).
- Internet banking consultant.
- Customer service relation officer.

Feb. – Dec. 2013 **FRONT DESK OFFICER (INDUSTRIAL TRAINING), Office of the State Auditor General, Alausa, Ikeja, Lagos State.**

Duties:

- Answering employee questions.
- Processing incoming mail.
- Creating and distributing documents.
- Providing customer service to organization employees.
- Serving as a point of contact with visitors and administrators.
- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.

Personal Skills

- Initiative
- Problem Solving
- Adaptability
- Research
- People Management
- Time Management
- Planning
- Leadership
- Presentation
- Creativity
- Analytical
- Calculative.

Key I.T. Skills

- Microsoft Office
- Computer Programming (HTML, JavaScript)
- Online Sales and Marketing
- Digital Content Development (Social Media)
- Customer Service Support (Call Centre Operations).

Other / Personal Details

Interests include: Researching, listening to music, cooking, coding, singing, traveling, teaching, reading and writing.

Date of Birth: 29th August, 1995

State of Origin: Oyo.

REFERENCES:

Available on request.