**CURRICULUM VITAE**

**OLUWASANMI OLUWASEGUN JOHNSON**

**Address:** No. 12, Olusoji Street, off Afariogun Street, Oshodi Lagos.

**Tel:***07019348989* **e-mail:***segun0115@yahoo.com*

**PROFESSIONAL SUMMARY**

Skilled business administrator with detail-oriented, efficient and organized professional, with priming and auditing of organization thru finance and business administrative experience. Possess strong analytical and problem solving **skills**, with the ability to make well thought out decisions.Proven track record of adding value to an organisation through the provision of accurate and effective ***administrative skills***.

**WORK EXPERIENCE**

**ORGANISATION POST** **DATE**

* **Visafone Communications Limited** Sales Executive 2008-2009
* **Strategic Infrastructure Limited** Sales Executive & Outlet Developer 2010-2011
* **Solrenson Engineering Services** Admin. Officer/Loss Assessor 2011-2013
* **Solrenson Engineering Services** Admin. Officer/Loss Assessor 2018-2019

Key Responsibilities/Achievements

* Daily review of customers account.
* Follow-up on customers payment plan
* Attending to all clients complain and request.
* Due diligence.

**EDUCATIONAL INSTITUTIONS DATE**

* **Lagos City Polytechnic, Ikeja, Lagos.** 2013-2015
* **Lagos State Polytechnic, Ikorodu, Lagos** 2007-2010
* **Bolade Grammar School, Oshodi, Lagos.**1998-2004
* **Omolola Nursery & Primary School, Agbowo, Ibadan** 1990-1998

**EDUCATIONAL QUALIFICATIONS**

* **National Youth Service Corps** 2018
* **Higher National Diploma (HND) in**

**Business Administration& Management (Upper Credit)** 2015

* **National Diploma (ND) in Business Administration** 2010
* **Senior Secondary School Certificate (SSCE)** 2004
* **First School Leaving Certificate** 1998

**COMPETENCIES**

* Excellent team player, result oriented, good skills in leading and knowledge sharing.
* The ability to work to tight deadlines under pressure.
* Good Organizational skills.
* Flexibility and adaptability.
* Excellent interpersonal, oral and written communication skills, with the proven ability to communicate effectively with regulators, clients and colleagues at all levels of the Organization.
* Strong presentation and negotiating skills.
* Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems.
* Possess strong analytical and problem solving **skills**, with the ability to make well thought out decisions
* Good computer Skills in the following software application
* **Micro Soft Office Suite**
* **Micro Soft Excel**
* **Internet Technology**

**INTERESTS**

Reading, Networking, Travelling and Singing

**PERSONAL PROFILE**

* **Date of Birth:** January 15th, 1988
* **Sex:** Male
* **Marital Status:** Single
* **Nationality:** Nigerian
* **State Of Origin:** Osun State
* **Local Govt. Area:** Ori-ade LGA
* **Religion:** Christianity

**REFERENCES**

**Mr. Oluwasanmi T.A. Engr. Busola O. Adeniran**

***Director* *Chairman & Managing Director***

Ministry of Education Solrenson Engineering. Services

Lagos State. Ikeja, Lagos State.

**Tel:** *08050573356, 08086256161* **Tel:***08033075870, 08096013475*