

Yisa, Olaide Ganiyat

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CAREER OBJECTIVE

To achieve excellence and precision at all time, in all position and circumstance, attaining professional advancement and proficiency by putting in the best always, good at absorbing information, analyzing problems, making objective decisions, and coming with original and genuine ideas. I have the drive and resilience to getting things done, the flexibility to work in a team with little or no supervision, detailed and result oriented in every area.

PERSONAL DATA

Gender: Female.
Date of Birth: 10th June, 1993
Marital Status: Single.
Nationality: Nigerian.
State of Origin: Ogun State.
Religion: Muslim

EDUCATION

- 2013-2017 **University of Lagos, Akoka – Yaba, Lagos.**
BSc in Insurance
- 2011-2013 **Yaba College of Technology, Yaba, Lagos.**
OND in Business Administration
- 2004-2010 **Distinction Gate College, Lagos.**
Secondary School Leaving Certificate
- 1997 – 2003 **God Arise Primary School, Ikotun – Lagos**
Secondary School Leaving Certificate

WORK EXPERIENCE

Soko Lending Company

July, 2019 – Sept, 2019

Designation – Collection Officer

Ensures clients who have taken loan from the company makes their repayment on or before the due date, helps in resolving payment issues and also gives out necessary information to client and customers.

National Assembly Service Commission

May, 2018 – March, 2019

Designation - Admin Officer (NYSC)

Managing office stock, preparing regular reports and organizing the commission records.

OTHER ASSIGNMENTS

Office assistant (Work – Study Programme)

Dean of student affairs (Dept. of Economics)

Jan – Apr, 2016

Dean of student affairs (Dept. of Mass Comm.)

July – Oct, 2015

Assisted the secretary in writing, typing, recording and proof reading of letters, letter dispatching and general office work.

LEADERSHIP AND VOLUNTARY EXPERIENCE

- Team leader; BUS 420 Presentation, UNILAG. 2017
- Crew member; Debate committee of the Actuarial Science and Insurance Students Association, UNILAG. 2016
- Student Representative; Purple Naija (An initiative established to orientate the society of women rights)
- Presiding Officer; Successfully prepared and led a 5-member team to conduct the 2015 presidential and governorship election. Mar-May 2015
- Asst. Presiding Officer; Successfully prepared and led a 4-member team to conduct the 2019 presidential and governorship election. Feb-Mar. 2019

SKILLS

- Highly Organized and efficient
- Microsoft Office Proficiency
- Excellent Writing and Presentation Skill
- Excellent interpersonal skills and communication skills
- Self-managing and highly organized

INTERESTS

- Reading
- Travelling
- Meeting People

REFEREES

Available on request