**ADEWARA OLATUNJI MATTHEW**

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| **4, Lisabi STREET,YABA, LAGOS** |
| **TEL : 081604444949, 08177122799****E-mail- olatunjiadewara@yahoo.com** |

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| **Career objective** |
|  | To work in a well structured and challenging firm where my drive, initiative, experience and skill will be optimally tasked to achieve the organisational goal.  |
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| **ACADEMIC QUALIFICATIONS** |
|  | Higher National Diploma. (Business Administration)Lagoa State Polytechnic 2015 National Diploma. (Business Administration)Lagoa State Polytechnic 2010Secondary School Leaving CertificateObele Community High School, Surulere, Lagos 2000 |
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| **personal data** |
|  |  Sex: Male Date of Birth: 26th Augustr, 1982 Marital status: Single Nationality: Nigerian |
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**work experiences** |
|  | **Buddylon Enterprise (2010 – present)****Position:** Administrative officer**Duties:*** Planning the programme for each year.
* Provide general secretarial / administration support to senior managers & Directors Organising external / internal meetings attending them and taking minutes.
* Enhancing the working environment of the department.
* Responsible for answering & screening telephone calls & face to face enquiries.
* Debt recovery and account reconciliation.
* Promoting a professional image of the company.

**Simiony Ventures (2008 – 2010)****Position:** Sales manager **Duties:*** Recording all sales
* Making phone calls and sending emails to organisations.
* Debt recovery and account reconciliation.
* Administrative duties like filing, updating records.
* Marketing for increase sales.
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| **hobbies and CURricular activities** |
|  | * Reading,meeting people and watching football
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| **PERSONAL skills** Excellent numeracy and IT skillsProven sales and negotiation skillsPunctual and well presentedEnjoy a competitive environmentAdaptive to new situationsHigh energy levelsAble to work under pressureProblem solvingHigh level of integrityCommunication skillAttention to detailsGood presentation skill **REFERENCES** |
| Available on request. |