**ADEWARA OLATUNJI MATTHEW**

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| **4, Lisabi STREET,YABA, LAGOS** |
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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. |
| |  |  | | --- | --- | | **ACADEMIC QUALIFICATIONS** | | |  | Higher National Diploma. (Business Administration)  Lagoa State Polytechnic 2015  National Diploma. (Business Administration)  Lagoa State Polytechnic 2010  Secondary School Leaving Certificate  Obele Community High School, Surulere, Lagos 2000 | |  |  |  |  |  | | --- | --- | | **personal data** | | |  | Sex: Male  Date of Birth: 26th Augustr, 1982  Marital status: Single  Nationality: Nigerian | |  |  |   **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. |
| **hobbies and CURricular activities** | |
|  | * Reading,meeting people and watching football |
| **PERSONAL skills**  Excellent numeracy and IT skills  Proven sales and negotiation skills  Punctual and well presented  Enjoy a competitive environment  Adaptive to new situations  High energy levels  Able to work under pressure  Problem solving  High level of integrity  Communication skill  Attention to details  Good presentation skill    **REFERENCES** | |
| Available on request. | |