

AKINLOSOTU AKINDELE DANIEL

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OBJECTIVE

To be a relevant participant in a dynamic and challenging work environment, where I can contribute meaningfully to the improvement of the organizational operations, goals and activities.

PERSONAL STATEMENT

To activate and nurture potential.

PERSONAL PROFILE

- Date of birth: March 22
- Nationality: Nigerian
- Marital Status: Single
- Languages Spoken: English

SKILLS AND ABILITIES

- Ability to engage with B-Level individuals
- Good negotiation skills and Interpersonal Skills
- Good Business plan development skills
- Good with Microsoft applications (Microsoft Word, PowerPoint and Excel).
- Excellent creative and design abilities (Professional in a design tool (Canva)).
- An entrepreneurial mind and ability
- Good NGO Management understanding
- Basic project management Skills
- Good teaching and training skill
- Excellent report writing and content development skills
- Persistence and ability to work under pressure.
- Creative approach to solving problems.
- Flexibility to work well in a team (Excellent team player).
- Highly dedicated to work and adaptive to any working condition

INTERESTS

Intellectual discourse, analyzing technical problems, travels and engaging in activities that stretch me to do more.

ACADEMIC BACKGROUND

University of Lagos M.Sc Maritime Administration and Management	2018 - 2020
Ekiti State University, Ado Ekiti, Ekiti State B.Sc Ed Accounting	2012 - 2016
Kwara State College of Education, Oro, Kwara State National Certificate in Education (NCE)	2007 - 2010
Mivara Secondary School, Tedi Town, Ojo, Lagos West African School Certificate (WASSCE)	2000 - 2006

PROFESSIONAL EXPERIENCE

Bakery Initiatives Nigeria (2018 – 2019)

Procurement and Project Officer (Lagos, Nigeria)

- Provide logistical and administrative support for programmes
- Develop and implement training programmes
- Prepare and manage programme budget
- Serve as liaison between the organisation and participants
- Create programme database
- Conduct project and monitoring and evaluation
- Prepare and submit comprehensive project reports

Leapworld Limited (2017)

Administrative & Account Officer - National Youth Service Corp (Lagos, Nigeria)

- Provide logistical and administrative support for the office
- Maintain good filing system in the office
- Provide administrative support for project staff and consultants
- Check and verify projects payments and records
- Manage petty cash vouchers and account
- Prepare bank reconciliations, budgets and reports on a monthly basis
- Serve as liaison between the organization and vendors
- Undertake any other duties as requested

Workforce Group – Sterling Bank Plc (2016), (Lagos, Nigeria)

Direct Sales Executive – Head Office Branch

- Build strategies to optimize sales
- Organize Sales visits to Prospective clients through cold calls
- Demonstrating and presenting products
- Mobilize cheap funds savings accounts
- Follow up on customers' requests and transactions
- Oversee cash pick up from customers and deposits
- Review and report on sales performance

Lington & Bernie Consulting Limited (2011 - 2012)

Administrative Assistant - (Lagos, Nigeria)

- Assisting the Front desk officer in carrying out her responsibilities
- Making deposit and withdrawals of cash for office use
- Working closely with the accountant to send payrolls to outsourced banks' staff
- Dispatching mails and letters to companies we are affiliated with
- Manage office filing system

VOLUNTEER SERVICE EXPERIENCE - NGO

IDIA Africa (2018 – Present)

Project Manager Lagos, Nigeria

- Assist with a good CSR Location and making research on the location and their need
- Provide logistical and administrative support for programmes
- Develop and implement training programmes
- Prepare and manage programme budget
- Serve as liaison between the organisation and participants
- Create programme database
- Conduct project and monitoring and evaluation
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Young Men's Christian Association [YMCA] (2010 – Present)

Volunteer Lagos, Nigeria

- Create programme database
- Conduct project and monitoring and evaluation
- Prepare and submit comprehensive project reports

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- Serve as liaison between the organisation and participants

Lagos State Ministry of Youth and Social Development (2015 – 2017)
HIV/AIDS and STIs Peer Educator, Lagos, Nigeria

- Facilitate at HIV/AIDS and STIs trainings and ensure optimum content delivery
- Demonstrate to adult the practical prevention ways and insertion

Sulsol Foods January 2018 – Till date

Social Media Consultant

- Managed all Social Media Platforms of Sulsol Foods
- Redesigned flyers using canva for the organization and rebranded all the social media platforms.
- Weekly content posting
- Established and maintained contacts with the media raising youth issues among them through person-to person advocacy.
- Managed the organization's social media platforms keeping them up to date.

HONOURS AND AWARDS

Hi-Y Club of Lagos **2014**

Merit Award - Best Executive Member of the Year

Y's Men International (Africa Area) **2015**

Humanitarian Award for selfless service to humanity

Hi-Y Club of Lagos **2016**

Young Leader Award for commitment to Youth & Community Development

PROFESSIONAL TRAINING

Nigerian Institute of Management (NIM) **2017**

Proficiency Examination

Scholars Industrial Information Technology (SIIT), India **2017**

Diploma in e-Accounting

REFERENCE

Available on Request