

# ANN AKINTOLA

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## PROFILE

An ambitious mechanical engineering graduate with high intellectual and analytical abilities as well as excellent leadership and organizational skills. Holds additional certification in Health, Safety and Environment. Possesses sound knowledge of Fire Prevention and Fighting, Risk Assessment and Management, First Aid and CPR and other HSE certifications in the workplace. I endeavor to seamlessly align myself with the operating policies of my employer and deliver substantial results on set target at all times in an efficient and effective manner with minimal supervision.

## EXPERIENCE

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### IKEJA ELECTRICITY DISTRIBUTION COMPANY

*National Youth Service Corps*

**April 2019 – Mar 2020**

- Enumerated customers in order to update customers information.
- Collaborated with GIS specialist to analyze customers data gotten from enumeration.
- Provided specific location of customers through geographical coordinates.
- Liaised with fleet management to ensure availability of transportation for fieldwork.
- Organized resources needed for fieldwork.

### KAURA MOTORS

*Automobile intern*

**Nov 2018 – Mar 2019**

- Carried out preventive and corrective maintenance on vehicles.
- Replaced and repaired damaged vehicular part.
- Organized safety awareness programs for automobile technicians.
- Maintained work area clean and in a safe environment following safety standard.
- Identified hazards and report related workshop issues to the workshop manager.
- Kept shelves properly stocked and arranged to ensure equipment longevity.

### WORLD SAFETY ORGANIZATION (WSO)

*Under graduate intern*

**Sept 2014 – Jan 2015**

- Assisted in conducting safety trainings
- Prepared materials needed to facilitate HSE trainings.
- Sensitized NYSC members on the importance of HSE training.
- Ensured safety equipment are installed in the most accessible places in organizations.

### LADY MECHANIC INITIATIVE (LMI)

*Automobile Trainee*

**Dec 2011 – Feb 2013**

- Assisted lead mechanics in jobs as an apprentice.
- Prepared and maintained documentation of work performed, and ensured successful delivery of restored vehicles.
- Carried out automobile diagnostics on vehicles.
- Performed routine oil changes and servicing.
- Ensured workplace safety by keeping work environment neat and clean to achieve zero accident goal.

## EDUCATION

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### **AUCHI POLYTECHNIC, AUCHI**

**2016 - 2018**

*Mechanical Engineering*

*Higher National Diploma (HND)*

### **AUCHI POLYTECHNIC, AUCHI**

**2013 - 2015**

*Mechanical Engineering*

*Ordinary National Diploma (OND)*

## PROFESSIONAL CERTIFICATIONS/TRAININGS

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- General HSE, level 2 and 3
- Fire prevention and fighting
- Risk assessment and management
- First Aid and CPR
- COSHH Risk Assessor
- Accident Reporting Awareness
- Hazard Communication Awareness
- Positive Intervention and Situational Awareness
- Slip, Trips and Falls Awareness
- PPE Awareness

## SKILLS

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- Microsoft Office Proficiency (Word, Excel and Power Point)
- Knowledgeable in Engineering Drawing
- Excellent Communication Skill
- Problem solving skill
- Attention to detail
- Inter personal relations
- Organization and time management
- Strategic thinking
- Effective team player