Dear Hiring Manager,

As the office manager and office administrator I hereby highlight my skills and ways I can be of help to this firm or organization.In terms of office activities, I will work towards improvement in this organization to enhance dynamic changes and modern development to office environment at large, to bring aboutmodern office technology to this productive organization.

I will demonstrate my proficiency in this reputable organization, to brighten my horizon and impact with my knowledge and skills to the organization. Also, to serve as tools for the organization with all dedication and diligence. I hereby pinpoint my discipline with job the objective that goes thus, office administrative, office manager or personal assistant, effective office user and client relations.During my service year, I exhibited team management system for betterment of the organization.

As an office manager, I can boast of my dexterity in computer applications like Microsoft word, Microsoft Excel, Microsoft Power-Point, Microsoft Publisher, Adoppagemaker, Corel Draw and Internet Surfing. Conclusively, as an office administrator, I am trained to concentrate on communication skill as well as excellent team work and adaptability to job situations, time management skills, good planning skill, self-motivation with high creativity innovation,

I am looking forward to a favorable consideration for this post in your organization.

Thanks.

Yours faithfully,

**Ojedokun Clement Alade.**

0*7066575250,08125946572*

**OJEDOKUN, Clement Alade**

No. 14, Road 6B, Adeiye Off Muslim Ondinjo Ibadan, Oyo State

Phone: *(+234)7066575250, 08125946572*

E-mail:clementalade6@gmail.com

**CAREER OBJECTIVE**

To demonstrate a skillful knowledge and ability that enable one to do something well in an organization that offer adequate atmosphere for employee to enhance the productivity at almost level of career. Also to join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of the organization

**PERSONAL DETAILS AND RESUME SUMMARY**

Date of Birth: November 28, 1995

State of Origin: Oyo State

Local Government Area: Saki East Local Government

Town: Ago - Amodu (Ikolaba Compound)

Nationality: Nigeria

Sex: Male

Marital Status: Single

**EDUCATION BACKGROUND**

**YEAR INSTITUTION QUALIFICATION**

2018 The Polytechnic, Ibadan HND (Upper Credit)

Ibadan, Oyo State Office Technology & Management

2014 The Polytechnic, Ibadan ND (Lower Credit)

Ibadan, Oyo State Office Technology & Management

2016 Community Grammar School, National Examinations Council

Abudoro, Olorunda Ibadan (NECO)

2003 A. U. D. Pry School, Igbogila First School Leaving Certificate

Yewa North Ayetoro, Ogun State

**PROFFESSIONAL CERTIFICATE**

2016 Institute of Business and Office Administrators of Nigeria (IBOAN)

**WORKING EXPERIENCE**

**YEAR POSITION NAMES OF ORGANISATION**

**2012 Computer Operator Promise Group of Schools,Olunloyo, Ibadan**

**Oyo State.**

* Teaching JS 1 -3 Students Computer Practical
* Teaching SS 1 -3 Students Computer Practical
* Performing administrative function
* Typing the question papers

**2015 Secretary His Grace Hotel & Suit, Aare Bodija, Ibadan, Oyo State.**

* Typing the names of foreigner and dispatch
* Submission of the name to Immigration Office for clarification and verification
* Performing administrative function
* Taking the stocks in the store, kitchen and bar
* Inspection of Staffs on duty

**2018 Confidential Secretary Ibadan City Polytechnic, Alakia-Isebo Ibadan,**

**Oyo State.**

* Typing of correspondence
* Sending and receiving mails
* Internet Surfing by sending and Receiving E-mail
* Keeping of Staff records and Institution records
* Filling and Keeping students files alphabetically
* Attending to Visitors and Students.

**2019 Relief Officer Access Bank Plc. Eksu Branch Ado Ekiti**

* Attending to Clients or Customers
* Collecting cash for deposit
* Sending and receiving mails
* Internet Surfing by sending and Receiving E-mail

**2020 Office Administrator (NYSC) Fortune High School, Akwa-Ibom Uyo**

* Teaching JS 1 – 3 Business Studies
* Supervising Boarding Students
* Monitoring of Preparative Class
* Performing administrative function
* Typing the question papers

**ACHIEVEMENTS AND AWARD**

2014 Department of Office Tech. & Management Most Active Executive

The Polytechnic, Ibadan.

2018 Department of Office Tech. & Management Integrity Chairman The Polytechnic, Ibadan.

2018 National Association of Oke-OgunStudents Chairman Day Committee

The Polytechnic, Ibadan Chapter

**LEADERSHIP POSITIONS HELD**

2003 A. U. D. School, IgbogilaOgun State Janitor Prefect

2014 The Polytechnic, Ibadan. Welfare Director

Office Tech. & Management Dept.

2016 Federation of Ago - Amodu Students Public Relation Officer

Union (FASU 2014 - 2016 Executives)

2018 Redeemed Christian Church of God Assistant Head Usher

(RCCG Destiny Sanctuary) Apete, Ibadan & Head of Sanitation

2018 National Union of Saki Students Sport Director

The Polytechnic, Ibadan Chapter

2018 The Polytechnic, Ibadan. Executive Chairman

Office Tech. & Management Dept. The Integrity Forum

2018 National Association of Oke - Ogun 2018 Day Committee

Students, The Polytechnic, Ibadan Chairman

**CAPABILITIES/SKILLS**

* Excellent communicate skills
* Adaptability to job situations
* Time management skills
* Decision making
* Good planning skills
* Excellent leadership skills
* Self-motivation and high creativity
* Ability to manage crisis, conflicts resolutions and control emergency situations
* Ability to work with Microsoft Office Word, Excel, Publisher and Corel Draw with Internet Surfing

**UNPUBLISHED PROJECT WORK**

2014 Effective communication as an indispensable tools for the secretary

(A case study of University of Ibadan: Project for National Diploma)

2018 The impact of Office technology on today's secretary

(A seminar presented during final year)

2018 Creativity, Innovation and Leadership trait as predictors on secretary's job productivity

(A case study of Total Oil Company Plc Lagos: Project for Higher National Diploma)

**REFEREES**

**Ms. O. O. Oguntayo Mr. D. L. Fakorede**

Lecturer Lecturer

Office Technology and Management Office Technology and Management

The Polytechnic, Ibadan The Polytechnic Ibadan

(+234)8097482178 (+234)8035721790