**AKINTOLA, Akinsoji Samson**

14, Jamade Street, Ifelodun Quarters, Yidi-Arola

Ido Local Government Ibadan, Oyo State.

Phone: *(+234)8068713351, 08110092611*

E-mail:akinsojiakintola@gmail.com

**JOB OBJECTIVE**

Administrative, Personal Assistant or Office Manager Position with Client Relations, Customer Care Service and Team Leadership with Emphasis on Office Management and Administration.

**CAREER OBJECTIVE**

Demonstration of proficiency on the pursuit of management goal / objectives by contributing innate skills and professionalism standards and practices. 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: May 12, 1992

State of Origin: Oyo State

Local Government Area: Ibadan North East

Town: Ibadan

Nationality: Nigeria

Spoken Languages: English, Yoruba

Sex: Male

Marital Status: Single

Denomination: Christianity

**EDUCATION BACKGROUND**

2013 - 2016 The Polytechnic, Ibadan ND (Upper Credit)

Ibadan, Oyo State Office Technology & Management

2012 District Baptist High School, WAEC (NOV/DEC)

Iseyin Oyo State.

2006- 2009 Tumise Comprehensive College, West African Examinations Council

Olorunsogo Amuloko, Ibadan. (WAEC JUNE/JULY.)

2003 – 2006 Loyola College International School, Junior School Certificate

Old Ife Road, Ibadan.

1997 – 2003 Unity Children School First School Leaving Certificate

Koloko, Olopometa Ibadan.

**PROFFESSIONAL CERTIFICATE**

Nov. 2010 Certificate in Diploma Desktop Publishing, MS Word, MS Excel

God's Grace Computer, Olorunsogo Ibadan, Oyo State

2016 Institute of Business and Office Administrators of Nigeria

**WORKING EXPERIENCE**

2010 - 2012 Computer Operator Promise Group of Schools,

Olorunsogo, Ibadan Oyo State

2014 - 2015 Computer Operator His Grace Computer Centre, Hamidu

Ajibade Complex, Gate Ibadan.

2016-2017 Control Personnel Morelux Industrial Company Shagamu, Ogun State.

2018 till date Merchandizer FoodCo Nigeria Limited

**ACHIEVEMENTS AND AWARD**

2014 – 2015 Department of Office Tech. & Management Minority Leader

August, 2016 Department of Office Tech. & Management Most Active

The Polytechnic, Ibadan. Executive

Sept., 2015 - 2016 Department of Office Tech. & Management Financial

The Polytechnic, Ibadan. Secretary

**LEADERSHIP POSITIONS HELD**

2003 Unity Children School, Olopo Meta Ibadan. Time Keeper

2009 Patimo College International, Adesola Ib. Library Prefect

2015 The Polytechnic, Ibadan. Financial Secretary

Office Tech. & Management Dept.

2015 Polytechnic, Ibadan. Minority Leader

Office Tech. & Management Dept. The Integrity Forum

2016 till date Redeemed Christian Church of God Choir

(RCCG Destiny Sanctuary) Apete, Ibadan.

**CAPABILITIES/SKILLS**

* Excellent communicate skills
* Good presentation skills
* Adaptability to job situations
* Interpersonal effectiveness
* 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 and Publisher

**REFEREES**

**Mr. Abimbola Akorede Mr. D. L. Fakorede**

Bank Manager Lecturer

Polaris Bank Plc Office Technology and Management

Ilorin, Kwara State. The Polytechnic Ibadan

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