

RAPHAEL AYOOLA OJEDOKUN

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D.O.B: 21/02/1987

Gender: Male

State of origin: Lagos state

Nationality: Nigerian

Personal Statement

Proactive, responsible, and self-motivated individual with an adaptive and flexible attitude to move forward in exploring different creative and efficient approach to resolving today's public administrative challenges.

I have gained different skills during my academic studies such as good time management and organization skills, good verbal and nonverbal communication skills. Also, working while I was studying helped me to be capable of working under pressure with competing priorities. The key aspiration is to develop in a public administrative role which will also allow me to apply skills acquired during higher education and previous jobs in your organization.

Soft skills

Good communication and interpersonal skills gained while working as an administrator, and also learning from completing a HRMA course.

- Problem-solving: skills which I gained during my bachelor's degree being able to blend in using analytical and creative thinking to find solution, this also include: lateral thinking, logical reason, observation, brainstorming, negotiation and decision making.
- Able to introduce new processes to a team and organization.
- Team work skills help allow me to operate well in a group setting in the workplace to quickly and effectively accomplish my goals and objective. And this also include being delegated too things, listening, active listening coordination mediation.
- Work Ethic: this is one of the skill I can say again during my Human Resources Management, it proves the belief in the importance of work and its ability to strengthen your character. Also demonstrating work ethic should be important in every career. This also include Responsibility, Discipline, Dependability, self-motivation professionalism Team work then time management.

Experience

Client Relation Officer

Sales Craft Properties

Lagos, Nigeria (July 2018 - May 2019)

Responsibilities:

- Building and maintaining relationships with client and key personnel within customer's companies.
- Conducting business review to ensure clients are satisfied with products and services. Alerting the sales team to opportunities for further sales within key clients.
- Attending meeting with client to build relationships with existing accounts.
- Escalating and resolving areas of concern as raised by clients.

Marketing Executive

Lead Way Assurance Limited

Lagos Nigeria (August 2017 - June 2018)

Responsibilities:

- Planning, developing and implementing effective marketing communication campaigns.
- Using the full marketing mix for the company's marketing communication.
- Overseeing day to day marketing activities for the marketing department.
- Understanding the product and customer profile and write detailed specification for each product.
- Producing an accurate summary of total spend at the end of each marketing campaign.
- Assisting in the production of ongoing competitor analysis and reporting, with reference to pricing, presentation, and promotion.

Teacher /School Admin.
(NYSC, Yenegoa Bayelsa State (May 2016 – April 2017)

Swali community Primary

Responsibilities:

- Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events.
- Prepare and distribute periodic progress reports and semester report cards.
- Evaluate and document students' progress.

Head of Program (NYSC-COMMUNITY DEVELOPMENT SERVICES (CDS) NYSC camp)
Bayelsa State. (May2016 - April 2018)

Responsibilities:

- Ensuring that all NYSC members of the CDS participate in the activities carried out by the coordinator.
- Delegate responsibilities to members and foster team work within members.
- Manage program budget.

Supervising Officer
Oshodi, Lagos. Nigeria. (April 2010 -November 2012)

B.Y Global Concept Investment Ltd

Responsibilities:

- Oversea incoming and outgoing shipping activities to ensure accurate, completeness and condition of shipment.
- Prepare items for shipment, shipping notices, invoices order, bills of lading, and other records to determine shipping priorities, work assignment and shipping method required to also meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes and rate.
- Facilitate and maintain good working relationship and communication with existing and potential business clients.

Education

Oduduwa University Ile-Ife Osun state	2012-2015
• B.Sc. in Public Administration (Honours: 2nd Class lower Division)	
Obafemi Awolowo University Ile- Ife Osun state.	2007 - 2009
Diploma in Local Government Administration (2nd Class lower)	
Agbowo Ikosi Baptist Gramma School Agbowo Ikosi, Lagos state	2001 - 2006
• West African Senior Secondary School Certificate (WASSCE)	

Certification

Human Resource Management Associate (HRMA)	June 2017
• Certificate of Proficiency in HRMA)	
(Work Ethics, Customer Service, Public Speaking Skills, Marketing Skills)	
Information Technology.	
• CompTIA Network + (New Horizon Computer Learning centre).	June 2019

Key Skill

Intermediate knowledge: Microsoft Word. PowerPoint Microsoft Excel.

Interest.

Music, Writing, Reading, Travelling. Cooking, listening to Academic material.

REFERENCES

Available upon request.