**CURRICULUM VITAE**

**PERSONAL DATA:**

NAME: PHILLIPS OLUWASEGUN SUNKANMI

SEX: MALE

DATE OF BIRTH: 8TH MAY, 1991

PLACE OF BIRTH: LAGOS

STATE OF ORIGIN: EKITI STATE

L.G.A: IYIN

MARITAL STATUS: SINGLE

CONTACT ADDRESS: 6, AKERE LANE, APETE/AWOTAN ROAD, IBADAN, OYO STATE, NIGERIA.

RELIGION: CHRISTIAN

PHONE NO: 08082966670, 08149451709

NATIONALITY: NIGERIAN

E-mail: phillipssegun1991@gmail.com

**OBJECTIVES:**

To work with a team of skilled and professionals where I can have opportunity to utilize my acquired skills to achieve the goals of the organization.

**EDUCATIONAL BACKGROUND WITH DATES:**

The Polytechnic, Ibadan 2016-2018

The Polytechnic, Ibadan 2013-2015

Ayetoro Senior Grammar School 2007-2010

Birch Freeman Junior High School 2004-2007

Local Goverrment Primary School 1998-2004

**QUALIFICATION OBTAINED WITH DATES:**

Higher National Diploma (Office Technology and Management) 2018

(UPPER CREDIT)

National Diploma (Office Technology and Management) 2015

(DISTINCTION)

Secondary School Certificate Examination (WASSCE) 2010

Junior Secondary School Certificate Examination (JSSCE) 2007

Primary School Leaving Certificate 2004

**PUBLICATIONS AUTHORED**

* Authored a research paper on “Training and development and how its aids the employees performance, motivation, retention and morale and its effects in an organization.” (HIGHER NATIONAL DIPLOMA 2018)
* Authored a seminar paper on “Impact of effective record management on organization efficiency.” (HIGHER NATIONAL DIPLOMA 2018)
* Authored a research paper on “Impact of office technology on achieving organizational goals*.”* (NATIONAL DIPLOMA 2015)

**WORK EXPERIENCE:**

**ADEFILA & PARTNERS** 2016

**Secretary**

**Guarantee Trust Bank 2015**

**ADDITIONAL EDUCATIONAL BACKGROUND WITH DATES:**

Surulere Vocational Centre (Desktop Publishing) 2013

**CORE COMPETENCIES:**

* **An excellent office manager with good interpersonal communication skill.**
* **Ability to work under little or no supervision.**
* **Ability to work under pressure.**
* **Team work competency.**

**HOBBIES:**

Reading and Travelling

**REFEREES:**

1. **Mr. Olugbode Olushola**

**Warehouse/Inventory manager**

*Everywoman Limited.*

*Tel: 08035059824*

1. **Mrs. Rita Ajibola**

**Head of Department/Lecturer**

*Office Technology and Management*

*The Polytechnic, Ibadan.*

*08072569700*