

CURRICULUM VITÆ

PERSONAL DATA

SURNAME: OLAWUYI
OTHER NAMES: OLAWALE, SAMUEL
SEX: MALE
DATE OF BIRTH: 11TH FEBRUARY, 1993
HOME TOWN: OGBOMOSO
LOCAL GOVERNMENT AREA: OGBOMOSO SOUTH LOCAL GOVERNMENT
STATE OF ORIGIN: OYO STATE
NATIONALITY: NIGERIAN
RELIGION: CHRISTIANITY
MARITAL STATUS: SINGLE
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SKILLS

- PROFESSIONAL MARKETER
- TEAM BUILDING & SUPERVISION
- STAFF DEVELOPMENT & TRAINING
- MEETING & EVENT PLANNING
- REPORT & DOCUMENT PREPARATION
- SPREADSHEET & DATABASE CREATION
- OFFICE MANAGEMENT
- WEB DESIGNING & WEB HOSTING

SCHOOL ATTENDED WITH DATES

- LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY. - 2015 - 2021
- OSUN STATE POLYTECHNIC, IREE - 2011 – 2013
- CHRIST APOSTOLIC CHURCH (C.A.C) GRAMAR SCHOOL - 2003 – 2009
- METHODIST SPECIAL PRIMARY SCHOOL - 1997 – 2003

ACADEMIC QUALIFICATION WITH DATES

- BACHELOR OF TECHNOLOGY (MARKETING) - 2021
- NATIONAL DIPLOMA - 2013
- NABTEB (RE-SIT) - 2014

- SECONDARY SCHOOL LEAVING CERTIFICATE - 2009
- PRIMARY SCHOOL LEAVING CERTIFICATE - 2003

WORKING EXPERIENCE WITH DATES

- IDERADE COMMUNICATION (COMPUTER OPERATOR) - 2008 – 2010

Key Project:

- Typing of all necessary documents and photocopy.
- Attending to the customers and computing of customers data.
- Contributed to retailer's 15% revenue growth in 2010 by standardizing content from disparate databases, enabling sales and support staff to quickly respond to customer requests.

- PETROS ACADEMY, OGBOMOSO (COMPUTER OPERATOR) - 2010 – 2011

Key Project:

- Director of Computer department and responsible for Typing and Photocopying of all documents.
- Typing of examination questions by the use of MS Word.
- Computing of all staff monthly salary voucher using MS Excel.
- Designing of end of the year party programme using Corel draw.
- Designing of end of the term report card.

- NEO-LIFE INTERNATIONAL (SECRETARY) - 2015 - 2016

Key Project:

- Typing of all necessary documents and photocopy.
- Attending to the customers and computing of customers data.
- Conducting Test through Quantum Magnetic Resonance Machine for customers
- Contributed to retailer's 30% revenue growth in 2015 by standardizing content from disparate databases, enabling sales and support staff to quickly respond to customer requests.
- Sorting and arrangement of files to the cabinet.
- Computing of all staff data using Ms Word.

- BOWEN UNIVERSITY TEACHING HOSPITAL (COMPUTER OPERATOR/ADMIN OFFICER) - 2016
– Till Date

Key Project:

- Data Analyst Typing and Photocopying of all documents.
- Computing of all administrative staff data using Ms Word.
- Typing manuscripts and other materials that may be assigned.
- Typing of minutes of the Panel meeting done by the Committee.
- Sorting and arrangement of files to the cabinet.
- Attending meetings (In Attendance)
- Covering of Interview as a Recording Secretary and preparing of the minutes

I. T. INTERNSHIP

- OLUSEGUN OKE LIBRARY, LAUTECH OGBOMOSO (TYPIST) - 2013 – 2014

Key Project:

- Data Analyst assisting the Secretary to the University Librarian and responsible for Typing and Photocopying of all documents.
- Computing of all library and administrative staff data using Ms Word.
- Typing and photocopying of annual review papers of all affected staff.
- Typing of minutes of the Panel meeting done by the Principal Officers.
- Sorting and arrangement of files to the cabinet.

HOBBIES

- READING
- FOOTBALL
- TRAVELING

REFEREES

1. **DR. (MRS.) Y. C. AYO-BELLO**
(Director of Administration)
Bowen University Teaching Hospital,
(BUTH) Ogbomosho,
Oyo State.
08033919748

2. **MRS. O. T. ALAGBE**
(Administrative Officer)
Bowen University Teaching Hospital,
(BUTH) Ogbomosho,
Oyo State.
08067657413

3. **EFFIONG-OLA REBECCA**
(Data Entry Personnel)
University of Benin,
Benin City,
Edo State.
08034476234