**Lawal**

**Unit 801, Centrium Tower 1,**

**Dubai, UAE Email:** lawal.252020@2freemail.com

**PERSONAL DATA**

 Date of Birth: 7h March, 1983

 Nationality: Nigerian

 Sex: Male

 Marital Status: Married

 Languages spoken: English and Yoruba

**PERSONAL ATTRIBUTES**

Olushola is well articulated, creative, hardworking and blessed with potentials to always acclimatize. a proven ability to effectively and efficiently handle tasks independently with minimal supervision.

Over the years Olushola is responsible for the transport and distribution operations and also providing excellent standards of service, efficiency and performance through management skills.

He is self-motivated and a result oriented team player with positive attitude towards work, diligent and upright in the discharge of duties expected of him by the organization.

I am a computer literate; possess excellent communication skills, good policy, decision- making and a good team player.

**PERSONAL OBJECTIVES**

* To be an asset to the organization; be diligent and upright in the discharge of duties expected of me by the organization.
* To work conscientiously in partaking the broad policies of a viable Organization.

**ACADEMIC QUALIFICATION**

 **2013:** Epetedo High School, General Certificate Examination

 Lagos State, Nigeria. GCE

 **1996:** Army Children School, Alagbado FSL Certificate

 Lagos State, Nigeria.

**WORK EXPERIENCE**

**May, 2006- Till date:** Lagos State Government, Alausa Ikeja, Lagos State, Nigeria

**Position Held:** Senior Driver

**Responsibilities**

* Responsible for getting the right products in the right quantities, to the right locations at all time.
* Efficiently managing a team of drivers and vehicles.
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Involved in strategic development and strategy making.
* Regularly liaising with the delivery manager to ensure a smooth running of departments.
* Maintaining accurate administrative records.
* Dispatching food items to different Lagos State Ministry of Homes and Social Welfare Centres.
* Arranging for the induction and training of new staff.
* In charge of the daily activities operations of the transport department.

**2012- Feb, 2014:** Ministry of Youth and Social Development.

**Position Held**: Personal Assistant.

**Responsibilities :**

* Scheduling meetings for the commissioner
* Supervising daily activities of on-going and incoming files
* Attending to guests and visitors
* Travelling with Commissioner to take notes and dictation at meeting.
* Attending conference meeting, screening phone calls, enquiries and request, and handling them when appropriate.

**INTEREST**

Strength:Driving, Football and Travelling.

Creativity: Meeting people

**References available on request**