Oyedele

Oyedele.280135@2freemail.com

**Career Summary**

A highly resourceful, flexible, Innovative, and enthusiastic individual who possesses considerable amount of knowledge regarding administration and commercial. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative and human resources activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Oyedele is now looking for a career advancement opportunity with a company that will allow him to develop his skill & potential.

**Work Experience**

**Aero Contractors Company of Nigeria Limited**

 **ASSISATNT COMMERCIAL OFFICER August 2012 – Present**

**Job Title: Route Controller**

**Line Manager: Yield & Revenue Manager**

Responsible for maximizing the revenue potentials of every seat through pricing.

* Identify revenue opportunities (holidays, events) and price accordingly
* Understand the weekly route behavior (good days, bad days, moderate days) and modify fare availability to optimize load factor
* Liaise with operations/scheduling planning group to bargain for improved flight timing and capacity utilization
* Manage seat capacity available on the route (route capacity may vary with aircraft type planned. Usually, planned capacity will differ from achieved)
* Monitor the daily progress of route performance and compare with expectation (drop yields when selling slow, raise yield when selling too fast).
* Ensure load factors are increased
* Extract the maximum yield for every seat sold
* Responsible for meeting revenue expectations on assigned route.
* Any other assigned duty

**Aero Contractors Company of Nigeria Limited**

**TRAVEL ASSISATNT February 2008 - August 2012**

Responsible for providing an efficient and professional administrative and support to colleagues, managers and supervisors to facilitate the efficient operation of the office.

* In charge of making traveling arrangement for the company expatriates i.e. purchase of tickets, getting their Letter s of Invitation (LOI) and other travelling documents scanned to them.
* Procurement of tickets for both expatriates and Nationals going for Simulator Training or Vacation.
* Procurement of tickets for both expatriates and Nationals going for Simulator Training or Vacation.
* Keeping records of travelling information for proper reconciliation.
* Make letters of Introduction and request for rebate tickets for staff and their family going for Visa Application and travelling.

**Academic Qualifications**

University of Lagos, Lagos State 1998-2002

BSC (Hons) Bachelor of Science

Egbado College, Ilaro, Ogun State 1989-1993

SSCE Senior Secondary School Certificate

Local Government Primary School, Agege 1985-1989

First School Leaving Certificate

**PUBLICATION**

Mass Media and Conflict Resolution: Analysis of Newspapers’ Coverage of the Resource Control Crisis (Unpublished Thesis of Mass Communication Department, University of Lagos, 2002)

**KEY SKILL**

AREA OF EXPERTISE

* Office Procedures
* Customer Management
* IT Skills
* Data Management
* Revenue Generations

**ADMINISTRATIVE ABILITIES**

* Maintaining an electronic and hard copy filling system.
* Effective organizational skills
* Resolving administrative problems
* Organising travel & accommodation arrangement
* Knowledge of the Microsoft Word and Excel
* Scheduling and delegating tasks.
* Flexible, open to ideas and willing to learn.
* Ensuring high levels of customer satisfaction.
* Extensive commercial awareness.

**PERSONAL ABILITIES**

* Attention to details
* Punctual and reliable
* Can work with little or no supervision
* Ability to cope and work under pressure.
* Can communicate effectively both verbally and in writing.
* Able to work as a part of team.
* Flexible, open to ideas and willing to learn.
* Ability to multitask and manage conflicting demands.
* Excellent communication skills.
* Ability to prioritise tasks.
* Proactive and able to use initiative when solving problem

**REFERENCES**

* Available on request.