**CAREER OBJECTIVE**

Searching for a position of an Administrator where my **7+ years of progressive experience** in diverse industries could be utilized to add values to the revenue and profitability of the organization. I am a good team player with strength and passion to work towards actualizations of organizations goals and objectives.

**WORK EXPERIENCE**

**OFFICE ADMINISTRATOR**

Oyo State, Nigeria. 2015 to Jan. 2016

**Contributions:**

• Schduled programmes that creates awareness and promotion of cash crop farming via radio and television programmes.

• Organised and projected agricultural programmes that promoted the works of different Agricultural Institutes via radio and television stations.

• Schduled and monitored the organised seminars and trainings that enlightened and empowered farmers.

• Communicated with our business partners.

• Monitored all the radio and television programmes we ran for our partners.

• Represented the organization in seminars and conferences with the Director.

**FIELD MANAGER**

Oyo State, Nigeria. 2011 - 2013

**Contributions:**

• Coordinated all the activities that take place on the farm ranging from establishment, production, maintainenance, storage, processing and sales.

• Created new formulations to improve on the quality of our products while maintaining the acceptable standard.

• Devised the profitable methods for the sale of our farm produces to the market.

• Maintained the cordial relationship between the company, the workers and our clients.

**OFFICE SALES COORDINATOR**

(NGO), Ondo State, Nigeria. 2008 - 2010

**Contributions:**

• Organised the schduled seminars on Hepatitis B, C & D in different Organisations.

• Monitored the schduled seminars on Hepatitis B, C & D in different Organisations.

• Monitored and recorded the usage of disposables, equipments and tools during seminars.

• Monitored the records of screening, vaccination and treatmenton on Hepatitis B, C & D.

• Organised and conducted seminars on Hepatitis B, C & D in different Organisations.

• Screened individuals for Hepatitis B, C & D.

• Vaccinated individuals against Hepatitis B, C & D.

**BUSINESS DEVELOPER**

Total Business Solution Consulting Limited, Ondo State, Nigeria. 2007 - 2008

**Contributions:**

• Evaluated facilitities and equipments for business developments.

• Wrote and presented reports of the field works in the office.

• Monitored the MDG's projects on the sites.

• Presented seminars on the state of MDG’s projects

**EDUCATION**

**Higher National Diploma(HND)** in Crop Production Technology

Federal College of Agriculture, Ondo State, Nigeria. 2004 - 2006

**National Diploma(ND)** in Human Kinetic and Health Education

University of Ibadan, Oyo State, Nigeria. 1996 - 1998

**CERTIFICATIONS**

**Certificate** in Computer Appreciation 1999 - Present

Microsoft Word, Microsoft Excel and Power Point

**ADDITIONAL INFORMATION**

**SKILLS**

• Proficient with Microsoft Word, Microsoft Excel and Power Point.

• Excellent Communication, relationship, team working and Presentation Skills.

• Ability to work under pressure and meet tight schedule

• Highly motivated, trustworthy, and reliable individual

**PERSONAL DATA:**

Marital Status: Married

Visa Status: Visit Visa

**First Name of Application CV No:** **1701264**

Whatsapp Mobile: +971504753686

