 Name: ANTHONYOLUWOLE

ANTHONYOLUWOLE.332878@2freemail.com

**CAREER OBJECTIVE:**

My aim is to work in a firm with professional work-driven environment where I can apply my academic human resources knowledge into practice which would enable me to grow my administrative career while fulfilling organizational goals. I am a self motivated and confident person with excellent communication skills and I am comfortable working with all personality types under any circumstance.

**Personal Details:**

Name: ANTHONY

Date of Birth: 2ndAugust, 1985

Marital Status: Single

Visa Status: Student Visa

Languages: English and Yoruba

Nationality: Nigerian

**Profile Statement:**

* An articulate, well-organized, reliable and energetic young man with business orientation and have a pleasant personality
* I have respect for people and their diversified backgrounds, ideas and contributions
* I am enthusiastic and have a positive approach to work. I accept criticism and can adjust easily as a flexible person. I set high standards and strive to achieve them with the best of my ability
* I am able to maintain ethnical business standards as someone who has worked as a customer service representative and a promoter. I have gained excellent knowledge of electronics and computer.
* My medium career goal is to be a resourceful employee contributingto the organization development by meeting the organization’s procedures to attaining the goals through dedication and hard work

**Work Experiences:**

2016: ABAYOMI AIR CARGO L.L.C (Intern)

**Task:** Worked as the Executive/Personal Assistant to the Managing Director

2013: Worked with Du Telecom as a promoter to register customers' sim cards.

**Task:** Registration of customers’ Du Sim Cards.

2010 – 2007: I worked in Obat Oil & Petroleum Ltd. as the office Assistant to the manager.

**Education and Qualification:**

2016 – 2012: The Canadian University of Dubai.

 BBA (HRM)

2012 – 2011: Murdoch Dubai Foundation Program and at the Murdoch University International Study Centre, Dubai, UAE.

2003 – 1997: I attended Secondary School and obtained the West African Examination Certificate.

**Skills Summary:**

* General knowledge of various employment laws and practices.
* Experience in administration of benefits and other HR programs.
* Excellent interpersonal skills
* Relationship, reputation, risk and crisis management skills
* Effective oral and written communication skills.
* Good leadership and administrative skills
* Innovative and analytical thinker
* Ability to meet deadlines
* Result-oriented, self-motivated and a risk taker
* A good team player with sociable personality
* Ability to work efficiently with minimal supervision
* Excellent computer knowledge in Microsoft Word, PowerPoint, Excel, email and other internet services.

Referees are available upon request.