**OPEYEMI ADEKANLE - CV No 2009484**

**CAREER OBJECTIVE**

Highly organized and detail oriented individual seeking to contribute meaningfully to the achievement of organizational goals and objectives, supplying thorough, organized administrative support through diligence, commitment and optimization of human and financial resources with excellent work ethic and strength in boosting company morale.

**PERSONAL PROFILE**

Date of Birth: 5th March 1993

Nationality: Nigerian

State of Origin: Ondo

Gender: Female

Marital Status: Single

**COMPETENCIES**

* Human resource laws knowledge
* MS Office proficient
* Customer service oriented
* Accurate and detailed
* Articulate and well spoken
* Accurate and detailed
* Training programs development
* Team building
* Excellent communication skills

**EDUCATION**

**Adekunle Ajasin University** - AkungbaAkoko. Ondo State 2010 - 2015

Bachelor of Science: Sociology (Second Class Upper)

**Federal Government College** - Odogbolu.Ogun State 2005-2008

West African Examination Council (GCE)

Junior School Certificate (JSCE): 2002-2005

**Graceland Heights** - Wofun,Ibadan

**Bodmas Kiddies School** - Badmington, General Gas. Ibadan 1995-2002

Primary School leaving certificate

**CERTIFICATIONS**

Chartered Institute of Customer Relationship Management (CICRM)

**CAREER HISTORY**

**NYSC – Employee Relations Representative (Human Resource Division)** November 2015- October 2016

* Office Administration and Document Management
* Assist in the management of Board's personnel files and general documentation
* Assist in Managing Staff Health Management Organization (HMO)
* Help in Preparing and Managing Staff training schedule
* Facilitate leave requests and advice staff accordingly
* Assist in Management of staff attendance.
* Assist in Identifying staff training needs and preparing staff training budget
* Ensure adequate and prompt dispatching of documents to appropriate offices

**Sales Executive,**

**Vanguard Pharmacy and Supermarket**, May – October, 2015

Ventura Mall, Samonda Ibadan, Oyo State

* Overseeing daily office operations of employees.
* Overseeing inventory and office supply purchases.
* Liaising with vendors to order and maintain inventory of supplies.
* Assisted other pharmacy staff with drug inventory, purchasing, and receiving.
* Earned numerous recognitions for exceptional customer service.
* Resolved customer concerns promptly to maintain satisfaction.
* Submitted and tracked orders.
* Responded to telephone and in-person requests for information.
* Trained and mentored new sales representatives.

**COMMUNITY ACHIEVEMENTS (VOLUNTARY WORK)**

* Organizing free Mass Literacy classes and programs for illiterate adults and youths of Ovom, Yenagoa L.G.A, Bayelsa State.
* Free Sensitization for people in the community.
* Organizing career talks for students in various schools in Yenagoa, Bayelsa State.

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| **OPEYEMI ADEKANLE - CV No 2009484**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |