**OLUWADAMILOLA**

**OLUWADAMILOLA.363796@2freemail.com**

**Education**

2007-2011  **UNIVERSITY OF LAGOS** Lagos State, Nigeria

*Bachelor of Education, Geography*

2006-2007 **NATIONAL INSTITUTE OF INFORMATION TECHNOLOGY** Lagos State, Nigeria

*Diploma, E- Technology*

**Experience**

Jan 2013-Date **peerless ng** Lagos, Nigeria

***Managing Director***

* *Direct the activities and productivity of a department or entire organization.*
* *Provide training and guidance.*
* *Manage administrative functions to ensure smooth and efficient operations of the organization.*
* *Support the organization's strategic alliances and partnership.*
* *Ensure performance goals are met and set.*
* *Attend and preside over meetings.*
* *Participate in strategic planning.*
* *Help create budgets and track expenditures.*

Mar 2012-Dec 2012 **PROFESSIONALS AND ENERGY COMPANY LIMITED**Lagos, Nigeria

***HSE Intern***

* *assisting in preparing health and safety strategies and developing internal policy*
* *making changes to working practices that are safe and comply with legislation;*
* *outlining safe operational procedures which identify and take account of all relevant hazards;*
* *keeping records of incidents and accidents and producing statistics for managers;*
* *ensuring the safe installation of equipment;*
* *advising on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, etc.*

Jan 2011-June 2011 **DIAMONDS AND PEARLS TRAVELS LIMITED** Lagos, Nigeria

***Administrative Officer***

* Drafting proposals
* Booking meetings for the CEO
* Managing client’s profiles and requests
* Following up on clients
* Ensure proper maintenance of personal files, service registers of all the staff.

Sept 2010-Dec 2010 **UNITY SENIOR HIGH SCHOOL** Lagos, Nigeria

**Class Teacher (Geography)**

* Planning and preparing courses and lessons.
* Teaching the pupils according to their educational needs.
* Setting and marking of class work and assignments.
* Assessing, recording and reporting on the development, progress and attainment of pupils.
* Communicating and consulting with the parents of pupils.
* Providing guidance and advice to pupils on educational and social matters

**COMPUTER PROFICIENY**

* Microsoft Office Suite