**OLATUBOSUN**

[**OLATUBOSUN.371640@2freemail.com**](mailto:OLATUBOSUN.371640@2freemail.com)

**OBJECTIVES**

* To contribute significantly to the achievement of organizational goals through proffering effective solutions to organizational problems.
* Excelling as an important and integrated part of a team and attaining enviable standards in terms of personal relations.

**PERSONAL INFORMATION**

**Nationality:** Nigerian

**Date of birth:** 6th August, 1988

**State of origin:** KwaraState

**Local Government Area:** Ifelodun

**Marital Status:** Single

**Religion:** Christianity

**EDUCATION AND TRAINING**

* **Institution:** University of Ilorin, Ilorin, Nigeria

**Dates:** November 2014- July 2017

**Qualification:** Master’s Degree in Industrial and Labour Relations (M.I.L.R) **(In View)**

* **Institution:** University of Ilorin, Ilorin, Nigeria

**Dates:** November 2007- June 2012

**Qualification:** BSc. Sociology

**Academic research:** Cybercrime among students in Tertiary Institutions: A case study of Students of University of Ilorin, Ilorin, Nigeria (**2011**).

* **Institution:** Unilorin Secondary School, Ilorin, Kwara State.

**Dates:** 1999 - 2003

* **Institution:** Chapel Secondary School, Ilorin, Kwara State.

**Dates:** 2003 - 2007

* **Institution:** St. Williams L.G.E.A. School, Ilorin, Kwara State.

**Dates:** 1993-1999

**WORK EXPERIENCE**

* **Date:** July 2016 - March 2017

**Designation:** Intern

**Location:** International Labour Organization (ILO), Abuja Country Office

61, Jose Marti Crescent, Hungarian Embassy premises, off T.Y Danjuma Crescent, Asokoro, Abuja

**Unit:** Programme and Administrative Unit (Attached specifically to the Procurement Committee)

**Job description:** Assisted in providing programming services by gathering necessary research data and information needed with regards to specific projects.

Assisted the Procurement / Purchase committee in all procurement processes by participating in the analysis and selection process of prospective vendors/contractors for any procurement.

Assisted in organizing and maintaining tracking and filing systems for asset receipt and supply.

Collection and analysis of data and other information on employment, decent work indicators and strategies.

Maintained relevant programme and technical cooperation information systems and databases, and prepare background information on areas covered by the ILO country programme.

Assisted in preparing background information for use in programme and budget preparations and implementation.

* **Date:** June 2016 - July 2016

**Designation:** Volunteer

**Location:** Civil Society Scaling-up Nutrition in Nigeria (CS-SUNN)

31, Imo Crescent, Garki Area 1, Abuja

**Unit:**  Projects

**Job description:** Organized workshops

Ensured the day-to-day implementation of work plan activities

Provided technical support to the CS-SUNN coalitions at the state level and relevant Government counterparts in Nasarrawa, Niger and Kaduna states.

Participated in writing program proposals, monthly and quarterly reports, briefs, lessons learnt and case studies.

Performed other adhoc duties as assigned by the organization.

* **Date:** July 2013 - March 2014

**Designation:** Office / Administrative Assistant

**Location:** Partnership at Transforming Health Systems 2 (PATHS2)

37, Panama Street, Maitama, Abuja

**Unit:**  Operations

**Job description:** Documented and filed Consultants’ Contracts and reports;

Assisted the Front Desk Officer;

Prepared payment vouchers for monthly remuneration of consultants;

Allocated assignments to company drivers and monitored the Drivers’ Assessment tracker;

Hotel booking and reservation for Expatriates and Consultants;

Offered assistance in and to the I.T unit;

Offered assistance to the Human Resource unit by monitoring and helping to submit timesheets for all staff.

* **Date:** August 2012 – June 2013

**Designation:** NYSC Member

**Location:** Partnership at Transforming Health Systems 2 (PATHS2)

37, Panama Street, Maitama, Abuja

**Unit:** Operations

**Job description:** Same as above

**EXTRA CURRICULAR ACTIVITIES / LEADERSHIP POSTS HELD**

Praise Team Leader, First ECWA English Church, Ilorin, Kwara State 2014-2015

State Publicity Secretary, Nigeria Christian Corpers Fellowship, FCT Abuja, Nigeria 2012-2013

Music Director, First ECWA English Church, Ilorin, Kwara State 2011-2012

Music Director, Department of Sociology, University of Ilorin, Ilorin, Nigeria. 2009-2010

**PERSONAL SKILLS AND COMPETENCIES**

**Languages:** Yoruba and English

**Hobbies:** Reading, motivating, listening to good music, composing songs, counseling and encouraging people, watching movies, surfing the web for information, athletics and soccer.

**Skills and Competencies**

* Excellent verbal and written communication skills.
* Capable of performing excellent customer service skills that continually benefit clients.
* Possess an aptitude for strong teamwork and collaborative skills.
* Able to work well under pressure, prioritize workload and work to deadlines.
* Very good I.T. Knowledge.
* Highly motivated with a positive attitude.
* Reliable and punctual.
* Effective at data related assignments (entry, analysis, maintenance etc.).
* High level of intellectual curiosity

**Computer skills and competencies**

* Advanced proficiency with all MS office 2007 and 2010 (consisting Microsoft Word, Excel, Power point, publisher and outlook, and typing speed of 50wpm).
* Excellent graphic skills in Corel draw, Xara 3D.
* Easy worship for advanced projection and presentation of seminar papers and conference papers.
* Skillful in video and audio editing softwares such as NCH Wavepad Video and Audio Editor, Adobe Audition and Sonar 6.