**PERSONAL INFORMATION**

**INFORMATION**

**NAME: OLANIYAN**

**DATE OF BIRTH: 11/JULY/1986**

**NATIONALLITY: NI**GERIAN

**DESIGNATION:**GENERAL HELPER

**LANGUAGE:** ENGLISH

Email: [olaniyan.388015@2freemail.com](mailto:olaniyan.388015@2freemail.com)

**CAREER OBJECTIVE:**

*Looking forward to joining a reputable establishment with a view to using my skills to add to the quality and productivity of its services and in turn develop more skills by working and learning with the establishment. To add value to the company and to help attains its perspective goals, mission and visions.*

**WORK EXPERIENCE**

* 3years work at MIC MOS HYDRO Abuja-Nigeria
* 2 Years atYem KemInternational Lagos-Nigeria

**EDUCATIONAL BACKGROUND**

* National Examination Council (NECO) Certificate
* Bachelor's Degree in Linguistic and Communication (B.A)

**DUTIES OF A GENERAL HELPER**

* Ensured each job was effectively done according to company policies.
* Safely clean up any remaining debris and excess waste around work site.
* Fueled equipment and vehicles daily.
* Performed various tasks as needed.
* Worked with other co-workers satisfactorily to ensure job was completed by deadlines.
* Monitoring of several projects at one given time.
* Administered and provided assistance to everyday processes.
* Ensured optimal utilization of cleaning tools and agents.
* Monitored general activities of operations and provided assistance as per requirement.

**PROFESSIONAL SKILLS AND COMPETENCIES**

* Hard working and enthusiastic
* Good communication skill and excellent telephone manner
* Able to stand for long period of time
* Stress tolerance
* Enjoy working with people in out of work environment
* Working alone or with a team
* Ability to multi task

**CERTIFICATION**

To the best of my knowledge and belief, this resume best describes my qualification, experiences and my-self. I do understand that any miss-statement provided here will lead to dis-qualification, if employed so keeping this in mind, I do hereby certify that the above entries made by me are true and correct in all respects.