First Bank Nigeria Plc (Akure Main Branch)

E-mail: olusanjo.307631@2freemail.com

Olusanjo

**Gender/Marital Status**

 Male/Married

**Languages**

 English (Expert)

 Yoruba (Expert)

**Nationality/State**

 Nigeria/Osun State

**Objective**

To be a part of the working team that will advance and develop production capacity to move the Organisation forward in order to meet the satisfaction of parties involve and customers through Statistical research tools, reliable team work, participatory learning and knowledge exchange.

**Education**

October, 2015 Ekiti State University Ado - Ekiti ,Nigeria

 Master Degree in Statistics (M.Sc) in View

Aug – Sept, 2015 World Bank group

 Certificate in "e-Learning Course on Management in Health

2000 – 2003 University of Ilorin Ilorin, Nigeria

 Bachelor Degree in Statistics (B.Sc)

1991 – 1996 Erin Community Grammar School Erin Osun, Nigeria

Secondary School Leaving Certificate

* West Africa Examination Council “O” Level Certificate in Sciences

**Patents/Publications**

* Statistical Analysis of Sales and Productions of Coca –Cola Bottling Company Plc.( A case study of Ilorin Plant of Coca –Cola Bottling company for the period of 1992 – 2002)

(Undergraduate Dissertation)

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**Work Experience**

March 2013 – Present **First Bank Nigeria Plc (Akure Main Branch)**

 **I, Alagbaka, P.O.Box 707,**

 **Akure. Ondo state. Nigeria.**

 **Cash Processor:**

* Processing cash into ATM and Teller fit.

June 2012 – Feb 2013 **Federal Ministry of Labour and Productivity, P.M.B 615, Akure Nigeria**

 **Clerical Officer:**

* Answering and directing phone calls
* Making phone calls
* Taking and distributing messages
* Organizing and scheduling appointments
* Organizing and coordinating meetings
* Handling inquiries and incoming work requests
* Reviewing files and records to answer requests for information
* Checking and distributing documents and correspondence
* Receiving, sorting and distributing incoming mail
* Maintaining filing systems
* Compiling records of office activities
* Photocopying, scanning and faxing
* Sending mails
* Preparing and sending outgoing mailings and packages
* Typing documents and correspondence
* Checking and entering data
* Updating and maintaining databases
* Coordinating work flow
* Controlling basic accounting functions such as checking invoices and making deposits
* Managing petty cash
* Monitoring and ordering inventory of office supplies

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November 2006 – March 2012 **Kaleyewa House (NGO), P.O.Box 68, Iju. Akure North. Nigeria**

 **Programme Officer**:

**Work Plan**

* Develop a yearly plan for the food distribution
* Develop a yearly plan for the medical intervention

Administration

* Day-to-day administration/operation of Kaleyewa House
* Managed supplies & logistics
* Supervised National Youth Service Corps Members
* Planed and Executed food distribution
* Planed and Executed medical sessions
* Planed and executed yearly Christmas Party for the Beneficiaries(needy elders)
* Kept accurate records of all staff and volunteers

**Standards & Documentation**

* Prepared quality assurance procedures
* Developed weekly report of Kaleyewa House
* Ensured project documentations are complete, current, and stored appropriately
* Kept database of all beneficiaries(needy elders) updated
* Kept a record of lessons learned for the benefit of programme staff and volunteers
* Prepared an annual report for Kaleyewa House

**Leadership**

* Setting daily targets for program staff and volunteers and ensuring that those targets are met satisfactorily
* Identified resource needs and assigning individual responsibilities
* Challenged program staff and volunteers to develop as leaders while serving as a role model and mentor
* Inspired staff and volunteers to attain goals and pursue excellence
* Identified opportunities for improvement and making constructive suggestions for change
* Actively looked out for the welfare of program staff members

**Stakeholder Engagement & Communication**

* Managed relationships with channels of information dissemination
* Managed relationships with Community Officials/Elders
* Managed relationships with NYSC Administrative staff
* Managed relationships with relevant stakeholders at the state Government

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* Managed relationships with donors
* Forged relationships with similar organizations and relevant government bodies at state and Federal levels
* Managed relationships with the medial to ensure favourable coverage of Organisation’s activities

**Project Accounting**

* Maintained a weekly record of expenses on the project
* Provided monthly reports to the management Team
* Maintained update accounts on donations and expenses

**Technical Skills**

* Computer skill: MS Word, Excel, Outlook, PowerPoint ,Access, SPSS, My SQL, and internet use

**Core Competencies**

* Organizational and planning skills
* Excellent oral and written communication skills
* Information gathering and management
* Decision-making and problem-solving
* Flexibility, reliability, and teamwork
* Ability to operate with minimal supervision
* Administrative Ability: Proven ability to manage people and processes
* Planning skill: Proven ability to multitask i.e. manage multiple competing tasks
	+ - * Efficiency and spirit of excellence
			* Energy, passion, commitment & drive
			* Thirst for knowledge & information
			* High degree of maturity, trustworthiness, discretion & confidentiality
			* Ability to hit the ground running & learn quickly