

**Damilola**

**Curriculum Vitae**



**CAREER OBJECTIVE**

2013 Sociology and Anthropology, seeking to influence acquired academic knowledge and work experience to efficiently fill an office of Sales Representative position. A dedicated worker who is seeking for opportunity, to provide professional services that will lead to increase revenue generation of the company goals.

Ability to work self-sufficiently with high enthusiasm, toward new understanding and a good team worker with evidence by excellent performance.

**PERSONAL INFORMATION**

**Nationality:** **Nigerian**

**Sex:** **Male**

**Email:** **damilola.383520@2freemail.com**

**Visa Status** **Tourist Visa**

**ACADEMIC/PROFESSIONAL INSTITUTIONS ATTENDED WITH DATES**

* Obafemi Awolowo University, Ile-Ife, Nigeria 2013
* Ultra Brains Institute of Information, Ife, Nigeria 2013
* Adventist Secondary School, Ile-Ife, Nigeria 2007
* Unique Nursery and Primary School, Ife, Nigeria

2001

**ACADEMIC QUALIFICATIONS OBTAINED**

* 2009 - 2013, Bachelor of Science in Sociology and Anthropology (Second Class Division)
* 2001- 2007, SSCE, Adventist School, Idi-Omo Lagere, Ile-Ife, Osun State, Nigeria.

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**PROFESSIONAL QUALIFICATIONS OBTAINED**

* 2013, Distinction in Desktop Publishing, Ultra Brains Institute of Information, Ile-Ife.
* 2008, Diploma in Computer Studies, Aykeens Computer Center, Ile-Ife.

**COMPUTER SKILLS ACQUIRED**

Þ Computer Appreciation (Microsoft Word, Excel & Power Point)

Þ Statistical Analysis (Statistical Package for Social Sciences Version

17-21)

* Graphics Design (Corel Draw & Photoshop)
* Animations and Video Editing (Corel Video Studio, Adobe Premiere Pro, & After Effect)
* Database Administration (MS Access, Publisher)
* Statistical Analysis (SPSS)

**2013 - Management of Cybercrimes: Issues and Perspectives in Nigeria (**Unpublished research project work submitted to

Department of Sociology & Anthropology, Obafemi Awolowo University, Ile-Ife, Osun State)

**WORKING EXPERIENCE**

***2015 - 2017 – ADMINISTRATIVE ASSISTANT***

*Unique Success Computer Centre,*

*O.A.U, IFE, NIGERIA*

**2010** – **2014 –** *Eda Odabi Olorun,*

*Osun State, Nigeria*

***DESIGNATION: ADMINISTRATIVE ASSISTANT* Duties and Responsibilities:**

1. Directs members when to enter and meet with the Director.
2. Maintain and file documents in personnel file in E-file.
3. Assist with the on boarding process by coordinating physical for pre-employment candidates.
4. Run weekly reports for the Director.
5. Compile final documentation package and operation.
6. Complete purchase order requests for engineers.

**HOBBIES**

Researching, Motivating people and Surfing the internet

**LANGUAGES SPOKEN**

English

I hereby state that all information given above is true, accurate and can be subjected for verification.