

Olumide Samuel

PERSONAL DATA

DATE OF BIRTH: 11th June, 1999
NATIONALITY: Nigerian
MARITAL STATUS: Single

7 Omotayo Ogunsiku
Abaranje, Ikotun, Lagos.
08160558957
Sambukss18@gmail.com

EXPERIENCE

Mountain Top University, Ogun State — Clerical Officer (2021- Date)

Receive, record, dispatch Official Documents/Memos to where appropriate and file when necessary. Assist in office management and reporting of day-to-day activities. Standing in for the Secretary when away or on official leave. Gathering Information by phone, letter, E-mail or in person. Utilize Office Appliances for Creating, Photocopying, Scanning and Printing of Documents. Maintaining files and records so they remain updated and easily accessible. Perform other Office duties as assigned. Keeping information confidential in accordance with the security policies of the institution

Joelic Computer Institute, Ado Ekiti, Ekiti State University Ado-Ekiti. — Office Assistant (2019-2020)

Notify supervisor or computer maintenance technicians of equipment malfunctions. Help new employees get their computer running. Scan and print files as needed. Supervise and train peripheral equipment operators and computer operators trainees. Gather and organize typing material. Monitor the system for equipment failure or errors in performance. Answer phone calls, and direct callers to desired recipients or take a message in situations where the person requested is unavailable.

EDUCATION

Cisco Networking Academy (2023)
National Open University of Nigeria, Lagos — *B.Sc.(in-view)*
FreeCodeCamp (2022)
Ingressive for Good Zuri Internship Program (2022)
Osedec Secondary School Ikotun Lagos (WAEC) 2017
Pemmag International College, 2013-2016
Gaskiya Junior College, Badia Ijora Lagos 2011 - 2013
Vantage Nursery and Primary School Ikotun Lagos. 2001-2011

REFERENCES

Mr. Temilade Joel Adeoye

C.E.O. Joelic Computers Ado-Ekiti
08068650053

Mr. Paul Nwokedi

Managing Director Abbakin Glova Solutions
08064177970

Mr. Olawale Suraj

Senior Digital Marketing Officer Itel (Nigeria)
0706743491

OBJECTIVE

To work with a team of highly skilled individuals, where techniques are developed, challenges are addressed and where good results are achieved, Also to inculcate whatever knowledge I have to make the organization a better one while having an open mind to learning from other team members too.

SKILLS

- Excellent communication skills
- Active listening
- Fast thinker
- Proofreading

PROFESSIONAL CERTIFICATIONS

Cybersecurity Essentials
(Cisco Networking Academy) 2023
Introduction to cybersecurity
(Cisco Networking Academy) 2023
Responsive Web Design
Certification
(FreeCodeCamp) 2022
Coding Fundamentals
Grasshopper by Google (2021)
Jobberman Soft Skills Training
(2020)

Diploma in Desktop Publishing
and Graphics Designing (2019)

LANGUAGES SPOKEN

English, Yoruba and Pidgin.

INTERESTS

Reading, singing, gaming,
playing chess and Solitaire.

