

AYODEJI QUADRI OLAMIDE

Location: 33, Iperu Akesan Street, Alaguntan, Iyana-Ipaja, Lagos

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PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hardworking person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

TECHNICAL EXPERTISE

Desktop Publishing (Such as)

- Proficient in the use of Ms Word
- Proficient in the use of Ms Excel
- Proficient in the use of Database
- Proficient in the use of PowerPoint
- Proficient in the use of Adobe PageMaker

CORE COMPETENCIES

- Good communication and interpersonal skills
- Proactively learning about emerging changes in an organization
- Professional and confident with excellent diplomacy and persuasion
- Strategic & Analytical mind
- Ability to work through tough situation until they resolved
- Creativity and innovation

WORK HISTORY

Superb College

October 2023 – Till date

Subject Teacher

- Teaching of basic subject
- Writing of lesson notes
- Registering and taking of student daily attendant
- Conducting examination, marking and grading
- Registering and taking of student daily attendant

Medias College

September 2022 – July 2023

ICT Department

- Responding to user inquiries and providing technical support via various

channels (phone, email, in person).

- Creating and managing user accounts, passwords, and access Assisting user's with account setup, password resets, and access issues.
- Installing, configuring, and maintaining computer hardware and peripherals.
- Installing, upgrading, troubleshooting software applications.
- Assisting with software installations, upgrades, and patches.
- Sharing knowledge and best practices with other IT team members.

Muyis Technology Limited

January 2022 - June 2022

Office Assistant

- Handling of incoming calls and other communications.
- Assisting and managing filling system.
- Updating paperwork, maintaining documents, and word processing.
- Creating and entering information into database.
- Monitoring and maintaining office equipment as needed.

Superb Educational School

September 2018 – July 2019

Subject Teacher

- Registering and taking of student daily attendant
- Conducting examination, marking and grading of student scores

Bank Teller

June 2016 – 2017

Industrial Attachment Training

Zenith Bank

Transaction Service Unit (Operation)

Job Description

- Receiving of cash deposit
- Giving of cash and financial analysis
- Issuance of draft
- Receiving of cheque deposit and payment of cheque
- Keeping accurate record of cash received

Noble Kids International College

August 2014 – July 2015

Class Teacher

- Teaching of basic subject
- Writing of lesson notes
- Registering and taking of student daily attendant
- Conducting of examination and grading of scores



- Observing student performance award of prize

Mercy Pec Academy

February 2014 – May 2015

Library Department

- Handling of books
- Receiving of incoming and outgoing mails
- Preparing of staff budgets

PERSONAL DATA

- Date of Birth: 9th September, 1995
- State of Origin: Osun State
- Local Govt. of Origin: Olorunda
- State of Residence: Lagos
- Local Govt. of Residence: Alimosho
- Gender: Male
- Marital Status: Single
- Language: English, Yoruba

EDUCATIONAL QUALIFICATION

HND in Office Technology and Management (2019 – 2022)
The Federal Polytechnic, Ilaro

ND in Office Technology and Management (2015 – 2017)
The Polytechnic, Ibadan

SSCE (SENIOR SECONDARY CERTIFICATE EXAMINATION) (2008 – 2014)

CERTIFICATE

Nysc Certificate (2023)

Corporate Social Responsibility (2021)

REFERENCE

Available on request