# Adedeji Samuel Oluwaseun Adedejisamuel02@gmail.com

08136108073 14, Ibukunoluwa Street, Agodongbo Area, Oyo.

#### **Bio-Data**

21<sup>th</sup> February, 1995

## **State of Origin**

Atiba, Oyo State

## Place of Birth

Oyo State

An admirer of positive thinking, an advocate of team working relationship, smart and Highly competent in displaying outstanding interpersonal skills, with problem-solving creativity necessary to meet specified goals. I am Highly skilled in computer usage, learning and always ready to learn more if the need arises with minimal supervision I can make impact in any organization and also ready to build an excellent career in any organization where I can deploy my potentials while achieving the organization core objectives.

# **Core Competencies**

Communication, Critical thinking, Organization, Teamwork and Management skills, Leadership and Followership Traits.

### **Work Experience**

# **Operation Officer - Opay**

January 2017 - Mar 2018

- Daily Reporting Of field meetings of all 24 states
- Follow up on their daily performance results and make a report
- Follow up on issues from city managers provide solutions for all cities
- Train teams on how to perform, sort for the best and advice to share ideas with others
- Push the Project managers to perform the procedures daily and monitor their performance.

Teaching practice – Ijebu Ode Grammar School (Boys only), Ogun State, Nigeria

Idode Junir School, Ogun State, Nigeria. 2018 - 2019

- Taught and mentored pupils in the junior classes
- Prepared junior secondary school students for BECE (Basics Education Certificate Examination)
- Responsible for ensuring effective daily school operational functioning and school facility management.
- Maintain student daily entry records
- Provide executive assistance to school heads, and permanent staffs.
- Provide administrative assistance for a range of extracurricular activities.
- Conducting and Supervising Aptitude Test and Examinations with given instructions from school heads and staffs.

Subject tutor – (NYSC) Community Middle High School, Osun State, Nigeria.

March 2020 - February 2021

- Worked under the supervision of the school Principal to provide administrative and educative support to the school
- Subject tutor in Government and Civic Education for students in SSS 2 SSS 3

## Directorate of Students affairs – The Global Leadership Academy 2016

- Taught, mentored and issued basic certificate to students on leadership skills and trait in secondary school level.
- Worked with a 12-man team with supervisions from heads of academy.
- Handled the academic and administrative sector of the students for one tenure.

#### Certification

Basic Certificate Course in Digital Skills – The Fundamentals of Digital Marketing 2019

#### **Education**

B.Sc. (Ed) Political science, Olabisi Onabanjo University, Ogun State, Nigeria, 2015-2019.

### Professional skills

I.T skills: Microsoft word and Excel.

### LEADERSHIP ROLES

The Redeemed Christian Fellowship (RCF) Students only - General Secretary and Brother's coordinator 2018-2019

- Worked closely with the president in leading a twenty-six (26) man team of executives in charge of coordinating the affairs of the fellowship with about two hundred and fifty (250) persons in the workforce and minimum of five hundred (500) persons in the entire fellowship.
- Majorly in charge of all administrative and secretariat activities with the approval of the fellowship president.
- Coordinating all fellowships program and activities.
- Managed and helped with the growth of individuals in the fellowship with other executives.