

# CURRICULUM VITÆ

## PERSONAL DATA

SURNAME:	OLAWUYI
OTHER NAMES:	OLAWALE, SAMUEL
SEX:	MALE
DATE OF BIRTH:	11TH FEBRUARY, 1993
HOME TOWN:	OGBOMOSO
LOCAL GOVERNMENT AREA:	OGBOMOSO SOUTH LOCAL GOVERNMENT
STATE OF ORIGIN:	OYO STATE
NATIONALITY:	NIGERIAN
RELIGION:	CHRISTIANITY
MARITAL STATUS:	SINGLE
TELEPHONE NUMBER:	08060664169
E-MAIL ADDRESS:	<a href="mailto:olawuyiolawale4@gmail.com">olawuyiolawale4@gmail.com</a> <a href="mailto:hma4sam@yahoo.com">hma4sam@yahoo.com</a>

## SKILLS

- PROFESSIONAL MARKETER
- TEAM BUILDING & SUPERVISION
- STAFF DEVELOPMENT & TRAINING
- MEETING & EVENT PLANNING
- REPORT & DOCUMENT PREPARATION
- SPREADSHEET & DATABASE CREATION
- OFFICE MANAGEMENT
- WEB DESIGNING & WEB HOSTING

## SCHOOL ATTENDED WITH DATES

- |   |   |             |
|---|---|-------------|
| ➤ LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY.     | - | 2015 - 2021 |
| ➤ OSUN STATE POLYTECHNIC, IREE                  | - | 2011 – 2013 |
| ➤ CHRIST APOSTOLIC CHURCH (C.A.C) GRAMAR SCHOOL | - | 2003 – 2009 |
| ➤ METHODIST SPECIAL PRIMARY SCHOOL              | - | 1997 – 2003 |

## ACADEMIC QUALIFICATION WITH DATES

- |                                      |   |      |
|--------------------------------------|---|------|
| ➤ BACHELOR OF TECHNOLOGY (MARKETING) | - | 2021 |
| ➤ NATIONAL DIPLOMA                   | - | 2013 |
| ➤ NABTEB (RE-SIT)                    | - | 2014 |

- SECONDARY SCHOOL LEAVING CERTIFICATE - 2009
- PRIMARY SCHOOL LEAVING CERTIFICATE - 2003

## **WORKING EXPERIENCE WITH DATES**

- IDERADE COMMUNICATION (COMPUTER OPERATOR) - 2008 – 2010

### ***Key Project:***

- Typing of all necessary documents and photocopy.
- Attending to the customers and computing of customers data.
- Contributed to retailer's 15% revenue growth in 2010 by standardizing content from disparate databases, enabling sales and support staff to quickly respond to customer requests.

- PETROS ACADEMY, OGBOMOSO (COMPUTER OPERATOR) - 2010 – 2011

### ***Key Project:***

- Director of Computer department and responsible for Typing and Photocopying of all documents.
- Typing of examination questions by the use of MS Word.
- Computing of all staff monthly salary voucher using MS Excel.
- Designing of end of the year party programme using Corel draw.
- Designing of end of the term report card.

- NEO-LIFE INTERNATIONAL (SECRETARY) - 2015 - 2016

### ***Key Project:***

- Typing of all necessary documents and photocopy.
- Attending to the customers and computing of customers data.
- Conducting Test through Quantum Magnetic Resonance Machine for customers
- Contributed to retailer's 30% revenue growth in 2015 by standardizing content from disparate databases, enabling sales and support staff to quickly respond to customer requests.
- Sorting and arrangement of files to the cabinet.
- Computing of all staff data using Ms Word.

- BOWEN UNIVERSITY TEACHING HOSPITAL (COMPUTER OPERATOR/ADMIN OFFICER) - 2016  
– Till Date

***Key Project:***

- Data Analyst Typing and Photocopying of all documents.
- Computing of all administrative staff data using Ms Word.
- Typing manuscripts and other materials that may be assigned.
- Typing of minutes of the Panel meeting done by the Committee.
- Sorting and arrangement of files to the cabinet.
- Attending meetings (In Attendance)
- Covering of Interview as a Recording Secretary and preparing of the minutes

**I. T. INTERNSHIP**

- OLUSEGUN OKE LIBRARY, LAUTECH OGBOMOSO (TYPIST) - 2013 – 2014

***Key Project:***

- Data Analyst assisting the Secretary to the University Librarian and responsible for Typing and Photocopying of all documents.
- Computing of all library and administrative staff data using Ms Word.
- Typing and photocopying of annual review papers of all affected staff.
- Typing of minutes of the Panel meeting done by the Principal Officers.
- Sorting and arrangement of files to the cabinet.

**HOBBIES**

- READING
- FOOTBALL
- TRAVELING

## REFEREES

1. **DR. (MRS.) Y. C. AYO-BELLO**

*(Director of Administration)*

Bowen University Teaching Hospital,

(BUTH) Ogbomoso,

Oyo State.

08033919748

2. **MRS. O. T. ALAGBE**

*(Administrative Officer)*

Bowen University Teaching Hospital,

(BUTH) Ogbomoso,

Oyo State.

08067657413

3. **EFFIONG-OLA REBECCA**

*(Data Entry Personnel)*

University of Benin,

Benin City,

Edo State.

08034476234