

SANWO OLUWABUSAYO DAVID

2nd March 1989 • Male • Single

6 Alafia Street, Opp. Veterinary Gate, Adebire House, Mokola, Ibadan, Oyo State, Nigeria

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CAREER OBJECTIVES

A computer science graduate who will be privilege to hold a position in your institution as a C.R.K, Data processing, ICT tutor; a Database Administrator/Computer Instructor/Administrative Officer /Assistance Manager or HR Assistance in your IT department or company; reliable, diligent, trustworthy and competent, where my knowledge and skills will be put to work for the company's growth, thereby achieving its corporate objectives.

PERSONAL QUALITIES

Excellent leadership skills (motivation, influential, decision maker, planner and organizer).

Excellent communication and negotiation skills.

Excellent teaching and problem solving skills.

Excellent logical and analytic reasoning skills.

Excellent innovative and inventive skills.

PROFESSIONAL CERTIFICATION

INTEGRATED INSTITUTE OF PROFESSIONAL MANAGEMENT	2015
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Project Management Professional (PMP) and Microsoft Project Management Professional Studio

ACADEMIC QUALIFICATIONS

NATIONAL YOUTHS SERVICE CORP (NYSC)	2015
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Government College Nasarawa

Mathematics and Computer Science Teacher

MODIBBO ADAMA UNIVERSITY OF TECHNOLOGY, YOLA	2014
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Bachelor of Technology (B-Tech Hons) in Computer Science

Second Class Upper

NIGERIA INSTITUTE FOR INFORMATION TECHNOLOGY	2013
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ComPTIA A+ Troubleshooting and Computer Engineering

SAINT PATRICK GRAMMAR SCHOOL EREDO EPE

2007

Senior School Certificate Examination

DIVINE GRACE COMPUTER KOLLEGE

2004

Diploma in Desktop Publishing

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Corel Draw and internet web based ability.

WORK EXPERIENCE**Data Processing Tutor & ICT Personnel***Sunshine International High School, Oke-Bola, NTC**Road, Ibadan, Oyo State*

2020-2021

✓ Primary responsibilities include: Preparing lesson notes for the students, training the students on Microsoft packages such as: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Corel Draw and internet web based. I also trained the students on how to use Computer Based Test (CBT); I also trained the students practically on computer engineering, software installation, troubleshooting, and how to write a computer program using QBasic.

✓ Primary responsibilities as the ICT personnel include: updating and maintaining the school website, posting advert, school activities and maintaining the school social media platforms (Facebook, Youtube, Instagram and Twitter), receiving, sending and maintain the school mails, maintaining the school CBT center, maintaining the school database, CBT software and training the staffs on how to use the CBT software for online test, examination, assignment and result computation for students, online registration of new students and staff, online registration/printing of WAEC,NECO etc., online P-UTME examination, changing of course/institution, and uploading of WAEC, NECO etc. results on Jamb Caps.

Christian Religious Knowledge (C.R.K) & ICT Teacher*Oba Akinbiyi High School 1, Mokola Hill,**Ibadan, Oyo State*

2017-2019

✓ Primary responsibilities include: Preparing lesson notes for the junior & senior classes on the subjects, training the students practically & theoretically on computer system. Marking of class register. I was also appointed as a class teacher to manage it.

Computer Instructor, Admin Officer & HR Assistance*Alpha Heritage Computer Institute,**Ajibade Road, Opposite Providence Court Building, Mokola Ibadan, Oyo State*

2016-2017

✓ Primary responsibilities as a computer instructor include: Preparing daily reports of my activities in the organization, Training students, teachers, workers, corporers and organization staffs both internally and

externally on Microsoft packages such as: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Corel Draw and internet web based including the use of Computer Based Technology (CBT) Application.

Other training include: Software development using JAVA (J2SE (Standard Edition) for Desktop Application only), querying database using MICROSOFT SQL SERVER and MICROSOFT ACCESS.

✓ Primary responsibilities as an administrative officer include: Prepare regular reports on expenses and office Budgets, Maintain and update company databases, Organize important and confidential company documents, Answer queries by employees and clients, Update office policies as needed, Maintain a company calendar and schedule appointments, Book meeting rooms as required, Distribute and store correspondence (e.g. letters, emails etc.), Prepare reports and presentations, Arrange travel and accommodations, Schedule in-house and external events.

✓ Primary responsibilities as a human resource (HR) assistance include: Maintaining employee information by entering and updating employment and status-change data; support human resources processes by administering tests; scheduling appointments; welcomes new employees to the organization conducting orientation; maintaining records and information; scheduling examination by coordinating appointments; provides payroll information by collecting time and attendance records; submits employee data reports by assembling, preparing and analyzing data.

ACHIEVEMENTS

At Sunshine International High School, Ibadan, I was able to achieve the following;

- ✓ Online CBT test, exam and aptitude test
- ✓ Online Staff Bio-Data & Recruitment form
- ✓ 30Mbps Internet Service
- ✓ SIC (Sunshine ICT) Club
- ✓ Social media Platforms (Facebook, Instagram, Twitter, Youtube)
- ✓ School official website (sunshineschools.sch.ng)

These make me to be appointed as the ICT personnel of Sunshine Schools Ibadan in all the 5 branches.

PERSONAL SKILLS

Software Development (JAVA J2SE (Standard Edition))

Database Management System (MICROSOFT SQL SERVER and MICROSOFT ACCESS)

LANGUAGE

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|---|---------|---|-------|---|--------|
| ✓ | English | ✓ | Hausa | ✓ | Yoruba |
|---|---------|---|-------|---|--------|

INTEREST

- | | | | |
|---|-------------|---|---------|
| ✓ | Programming | ✓ | Writing |
| ✓ | Reading | ✓ | Singing |

REFEREES

- ✓ **Pastor Elisha Adegoke**
Christ Saves and Delivers Global Ministry Inc.
6 Alafia Street, Opp. Veterinary Gate, Adebire House, Mokola, Ibadan
Oyo State,
08037277398
- ✓ **Mrs Adesanya**
HOD Sunshine International High School
NTC Road, Oke-Bola, Ibadan
Oyo State
08027533323
- ✓ **Mr. and Mrs. Onabanjo**
Beraville Model College
NEPA Estate, Igberen-Ota, Ori-Okuta, Davol Bus-Stop, Sango-Ota
Ogun State,
07063342816, 08056035090
- ✓ **Mr Olaniyi**
Oba Akinbiyi High School 1
Mokola Hill, Ibadan
Oyo State
08022034609

(More referees will be provided on request)