

OKEDARA ABIODUN MUQADAM

5, Off Olosan Street, Ilero Estate, Ibadan, Oyo State.

Mobile: 08145250103
Email: okedara_abiodun@gmail.com

PROFESSIONAL PROFILE

A committed and driven B.Sc. Computer Science Graduate with sound understanding of Computer Science; Its importance and applications, coupled with vast knowledge in information and communication technology, utilizes sound organization and planning skills to deliver assignments within set time-frames and to a high-quality standard. Also possess a strong leadership quality, team player, excellent communication and interpersonal skills, creative and analytical thinking ability.

EDUCATION

2017 **B.Sc. Computer Science**
Olabisi Onabanjo University, Ago Iwoye, Ogun State.

2011 **Senior School Certificate Examination**
Ado-Odo High School, Ado-Odo, Ogun State.

EXPERIENCE

2018 – 2019 **ADMINISTRATIVE OFFICER (N.Y.S.C)**
Management Information Centre, Office of the Governor of Oyo State, Ibadan, Oyo State.
Here, I was responsible for attending to clients, provide staff support for the manager, assisted in daily office needs and managed the general administrative duties of the office. This government parastatal served as my place of primary assignment during my 1-year of National Youth Service (NYSC).

2014 – 2015 **ADMINISTRATIVE OFFICER (SIWES)**
Office of the Auditor General of Oyo State, Ibadan, Oyo State.
Here, I was responsible for attending to clients, provide staff support for the manager, assisted in daily office needs and managed the general administrative duties of the office most especially computer operation duties. I had my SIWES undergraduate program at the office.

2012 - 2013 **DIRECT SALES AGENT**
Standard Life Assurance Limited, Idiroko, Ogun State.
Here, I assisted with the sales of various products for the company and ensured optimal level of customer services through various sales calls on telephone. Administered and ensured compliance to all sale objectives. Managed selling of various products in professional manner.

2011 – 2012 **SUPERVISOR**
Ekweme Oil and Gas Limited, Ado-Odo, Ogun State.
Here, I was responsible for setting goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching.

LEADERSHIP ROLE

- Electoral Committee Chairman, National Association of Computer Science Student, OOU Chapter, 2015
- Assistant General Secretary, Federation of Ayete Students Union (FASU) Oyo State

SKILLS

- Microsoft Office
- Digital Content Development (Social Media, Blogs, etc.)
- Online Sales and Marketing
- Call Center Operations (Customer Service Support).

RESEARCH WORK: Security on Mobile Agent in a Distributed System, 2017

INTEREST: *Researching, traveling, acting, teaching, reading and writing.*

REFERENCE:

Available upon request.