

AFOLABI MATHEW MUYIWA

3, Akinbode Area, Oluwo New Ife Express Way, Ibadan, Oyo State Nigeria
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PROFILE

A Public Administration graduate with sound character and integrity, highly resourceful and analytical reasoning skills with exceptional performance. I am a detail – oriented young Administrator with outstanding knowledge of Management system in addition to great problem solving analytical and critical skills. I am aim to work in an organization to effectively analyze documents, organizing and management, and to perform other duties excellently, thereby achieving organization goals and emphasis on organization growth and development.

SKILLS

- Good communication skills – verbal and written
- Strong critical thinking and problem - solving skills
- Fundamental knowledge of planning, organizing, coordinating and management both Human and materials resources
- Good knowledge of customer service and administrative tasks
- Proficient in the use of Excel, Microsoft Word and Power point.

WORK EXPERIENCE

Debowale farms Limited, Abeokuta.

2022

Administrative Officer

Responsibility:

- Monitored and Controlled day to day activities
- Documented all official files
- Issued monthly invoices to clients and keeping records of acknowledged copies of the invoices
- Prepared And edited documents like letters, reports, memos and mails
- Any other assigned by the management.

NYSC Local Education Committee (LEC). Abak, Akwa Ibom State
Staff

2021

Head of Corpers (H.O.C)

Responsibility:

- Typesetting of documents and letters from schools
- preparing teachers and staff monthly nominal pay roll
- Liaise with staff and Director to address the special needs of office Coordinating all administrative processes
- Assess Corpers' Performance and Behaviour
- Developing new strategies on how to make organization improve better

Wine Destination Global L.T.D. Ibadan
Inventory Officer

2014

Responsibility:

- Issuing of way bills and invoices.
- General stock counting at the end of the week.

- The use of LIFO (Last In First Out) and FIFO (First In First Out) on stock and stacking of goods.
- Involved with staff development, which led to achieving efficient and timely delivery to customer there.
- Reconciliation of physical stock with stock on Navision.
- Any other assigned by the management.

Henry A Law Global Resources Lagos **2019**
Site supervisor

Prudential Guard Nig. LTD, Lagos **2018**
Staff

PERSONAL DATA

Sex: Male
State of Origin: Oyo State
Nationality: Nigeria
Religion: Christianity

PROFESSIONAL QUALIFICATION

Nigerians Institute of Management (NIM)
Proficiency Certificate in Management **In view**

National Youth Service Corps (NYSC) **2021**

Federal Road Safety Corps (FRSC), Volunteer **2020**

EDUCATIONAL QUALIFICATION

The Oke-Ogun polytechnic Saki (TOPS)
HND Public Administration **2019**

The Oke-Ogun polytechnic Saki (TOPS)
ND Local Government Studies **2016**

Community Grammar School, Erunmu
National Examination Council (NECO) **2013**

Omo Lara Nursery and Primary School
First School Leaving Certificate **2004**

OUTSTANDING PERFORMANCE

- Student Leader

Auditor, School of Business and Communication Studies (SBCS) 2018/2019 Academic Session.

- Treasurer,

Federation of Ibadan student Union (FIBSU) 2018/2019 Academic Session

INTERESTS

Reading, traveling, meeting people, Research, and Networking

REFEREES

Available on request