OSUOLALE, OLUSOLA

PROFILE

Date of Birth:	18th July, 1983
Place of Birth:	Ogbomoso
Nationality:	Nigeria
Gender:	Male
State of Origin:	Ogbomoso North
Local Govt.	Oyo State
Address:	49, Sholanke Street, Akoka, Shomolu, Lagos
Tel No:	08034089945, 07081778769
Email:	osuolalestephen777@gmail.com



OBJECTIVE

To work effectively and efficiently for the advancement of the firm, personal development and growth in the society at large, with proven leadership, organizational skills and self-sacrificing spirit.

EDUCATION

Bachelor of Science **2020**
Ajayi Crowther University, Oyo State
- Business Administration
- Second Class Upper

Higher National Diploma (HND) **2008**
Osun State Polytechnic
- Business Administration
- 2.99/4.00 Cumulative GPA, Lower Credit

National Diploma (ND) **2005**
Osun State Polytechnic
- Business Administration
- 2.99/4.00 Cumulative GPA, Lower Credit

National Examination Council (NECO)
Nurudeen Grammar School, Ogbomoso **2005**

Secondary School Certificate Examination **2001**
Ori Oke Community High School,
Ogbomoso Oyo State.

First School Leaving Certificate (FSLC)
St. David's Anglican Primary School **1995**
Agboin, Ogbomoso, Oyo State.

WORK EXPERIENCE

CURRENT EMPLOYER

A. YABA COLLEGE OF TECHNOLOGY, YABA **2014 till Date**

Post: Assistant Executive Officer (Rector's Office) **June, 2023**

Responsibilities

- Providing high quality and timely administrative support
- Providing the highest quality standards in customer service
- Using Information Technology on a daily basis, e.g. word processing, spreadsheets,
- database, email and the Internet
- Maintaining high quality records in a thorough and organised manner
- Checking all work thoroughly to ensure it is completed to a high standard
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work
- Any other duties deemed appropriate

Post: Assistant Executive Officer (Staff Development and Training) **2017-2023**

Responsibilities

- Handling correspondents relating to staff training and development
- Organizing staff training and workshops
- Preparing briefs that relate to staff training
- Keeping records relating to staff training and development
- Recording of minutes
- Preparing of reports on staff training and development
- Implementation of staff training policies

Post: Clerical Officer (Department of Office Technology and Management) **2015-2017**

Responsibilities

- Attending to students on academic matter
- Signing of student's course form
- Advice students on how to defend project
- Representing the Department in a meeting relating to student matters

Post: Clerical Officer (Bursary Unit) **2014-2015**

Responsibilities

- Preparing Payment Voucher
- Using E-Payment for salaries and other outstanding debts

FORMER EMPLOYER

B. UPPER ROOM LIMITED, OKE-ADO LODGE, IBADAN, OYO STATE

Post: Cash Officer **July 2012 - August 2014**

Responsibilities

- Handling of telecommunication and all network matter
- Control large amount of cash e.g. payment of staff salaries and other company outstanding

C. FEDERAL MINISTRY OF YOUTH AND DEVELOPMENT, ABUJA
Post: NYSC (Intern) **2009 – 2010**
Responsibilities

- Planning and Organizing Training for Youth

D. SOLOMON ADE BUILDER, OSOGBO, OSUN STATE **2005 - 2006**
Post: Assistant Administrative Officer (Industrial Training)
Responsibilities

- Dealing with casual staff recruitment
- Payment of Industrial Training and Staff Salaries

TRAINING ATTENDED

Enhancing Administrative Skills and Record Keeping Management. **2023**
Repositioning Secretaries, Administrative Officers, Executive and
Personal Assistants for Effective Service Delivery and Improved Productivity **2023**

CORE COMPETENCIES/PROFESSIONAL SKILLS

- Strong Communication and Interpersonal Skills.
- Highly intelligent, personable, strong interpersonal and leadership skills, diligent, with good ability to work well in a team.
- Ability to acquire new skills and knowledge within a short period.
- Good communication, planning and organizational skills.
- Commitment, integrity, discipline, tact with a strong drive to succeed.

Computer: Microsoft Office
Language: Speaks English, Yoruba and Pidgin Fluently.

INTERESTS & ACTIVITIES

- Reading, Music, Travelling, Meeting people.

REFERENCE

Mr. Salmon, Sa'eed Adedayo
Deputy Registrar,
Yaba College of Technology
Yaba, Lagos.
Tel: 08025488063

Mr. Adeniji, Lukman Adeniyi
Senior Assistant Registrar,
Yaba College of Technology
Yaba, Lagos.
Tel: 08185539841