

WORK EXPERIENCE

ROYHLERT CREATIVE WORLD – Ilorin, Kwara State.

2022 – to present

Graphic/Web Designer

/Customer Relations /Administrative Officer

- Attend to customers request and complain
- Attend to correspondence and emails
- Keep record of day to day activities of the company
- Attend to the needs of the staff such as payment of salary and many more
- Ensure customers good are delivered as at when due and in good condition
- Keep good relationship with the customers to ensure continuous patronage and profit

CHASTE INTELLECT INTERNATIONAL SCHOOL – Ilorin, Kwara State.

2021 - 2022

Administrative Officer

- Keep and manage all staff records
- Keep track of students' information
- Attend to correspondence
- Mediate between the school and parents
- Ensure proper keeping and filling of the school records manually and systematically (Computer).

OYO STATE COUNCIL FOR ART AND CULTURE - Ibadan, Oyo State.

2016-2017

Planning Research and Statistics

- I joined team of researchers to gather information on Artifact.
- My team and I were in charge of planning for any activities that has to do with culture and art in Oyo State.
- We coordinate external/outside that came to make research or tourist.

KITS TECHNOLOGIES – Avenue, Lagos State.

2012-2013

Customer Relations Officer/Sales Representative

- I generate leads and follow up on them.
- My team and I ensure customers get their goods as when due.
- I mediate between the company and customers.

INIFINTY ART AND PRINTING CONCEPT – LAGOS STATE.

2008-2010

Graphics Designer

- I ensure customer get the worth for their money by giving them a beautiful and eye catching designs.

RAY CONCEPT – LAGOS STATE

2007-2008

- I help in items and commodities design and print

EDUCATION

B.A History And International Studies

2013 - 2016

University of Ilorin, Ilorin, Kwara State.

National Diploma in Public Administration

2010 - 2012

TRAINING AND CERTIFICATION

- The United State Institute of Peace: Conflict Analysis Course
- Diplome D'études En Langue Francaise: Delf A2
- Certificate of National Service: National Youth Service
- Certificate of Honour: Muslim Corper's Association of Nigeria
- Fas Computer School: Diploma in Desktop Publishing
- New Horizon: Diploma in Web Development

SKILLS

Digital Literacy: Microsoft Office (Word, PowerPoint, Excel), CorelDraw, Photoshop, Adobe Dreamweaver, XHTML, HTML, CSS, Internet research, E-mail, Social Media.

Professional: Highly organized, Documentation, Innovative, Creative, Complaint Investigation, report and Inspection.

Leadership: Good Communication Skill, Time Management, Attention to Details, Analytical Thinking, Problem Solving and Decision Making.

LANGUAGE

English, Yoruba

HOBBIES

Reading, Meeting People, Travelling.

REFEREES

Mr Abubakar Iyanda

Police Officer

Economic and Financial Crimes Commission

Email: abubacarolanrewaju@gmail.com

Tel: 08066041745

Mr Iyanda Sikiru Ayomide

ASP 1

Nigeria Correctional Service

Email: rehanix500@gmail.com

Tel: 07063367491