

# AKANDE ABIODUN AYOBAMI

Iwo Road, Ibadan Oyo State, Nigeria

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## CAREER OBJECTIVE

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I am a dedicated details-oriented professional with strong communication, problem solving and analytical skills. I work well independently or as part of a team and have a proven track record of success in my field. I am committed to continuous learning and growth and strive to deliver high quality work that exceeds expectations.

I have further developed my skills by taking courses and training for my career progression.

## EXPERIENCE

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**(NYSC): Future Leaders Model College Owode Yewa, Ogun State April 2023- April 2024**

Business studies and Economics Teacher

- ❖ Improved learning skills of the pupils
- ❖ Preparation of course materials such as syllabus and assignments
- ❖ Initiating a moderate classroom discussion
- ❖ Evaluation and grading students class-work and assignments
- ❖ Compiling and grading examination

**Kings Hotel and suite, Ilesa**

**2022-2023**

**Assistant Human Resource Officer**

- ❖ Develop and implement comprehensive recruitment strategies to attract top talent, including employer branding, social media recruitment, and talent pipelining
- ❖ Developing and implementing HR policies and procedures that align with the organization's goals and objective
- ❖ Ensuring compliance with labor laws and regulation, including salary reviews and bonuses
- ❖ Developing and managing performance systems to track employee performance and conduct performance evaluations

**OSUN STATE COLLEGE OF EDUCATION, ILESA**

**2021**

**OFFICE ADMIN ASSISTANT**

- ❖ Provided administrative support to the dean office and managing incoming and outgoing correspondence, including emails, letters and phone calls.
- ❖ Helped coordinate, schedule appointments and meeting.
- ❖ Assisted in maintaining and updating records , ensuring accuracy and confidentiality
- ❖ Collaborated with other employee to ensure smooth office operation and efficient communication

**Decent Tasteful Kitchen & Mart Ibadan, Oyo State**

**2015 2018**

**Procurement Officer /Supervisor**

- ❖ Oversee the restaurant sourcing capabilities and supply chain

- ❖ Negotiating contract and acquiring the most cost-efficient deals without compromising quality.
- ❖ Ensuring the restaurant spend money responsible and within budgets
- ◆ Organizing workflow and ensuring that employees understand their duties or delegated tasks

## EDUCATION

❖	<b>University Of Ibadan, Oyo State</b>	<b>2018-2022</b>
<b>Bsc. Ed</b>	Educational Management / Economics	
	Second Class Honors (Upper Division)	
	<b>The Polytechnic Ibadan, Oyo State</b>	<b>2012-2014</b>
<b>OND</b>	Purchasing and Supply	
	Upper Credit	
❖	<b>Community High School , Kasumu, Ajia , Ibadan , Oyo State</b>	<b>2009-2012</b>

## PROFESSIONAL CERTIFICATION OBTAINED

❖	Human Resource Management (HRM)	<b>2023</b>
❖	Customer Relationship Management (CRM)	<b>2023</b>
❖	Teacher Registration Council Of Nigeria (TRCN)	<b>2022</b>

## LEADERSHIP EXPERIENCE

❖	Corper Liason Officer, {CLO} Yewa South Local Government Certificate Of Excellence.	<b>2023</b>
❖	President (Educational Management students' association )	<b>2021</b>
❖	Chairman Council Of President (Faculty of Education)	<b>2021</b>
❖	Treasurer (Education Student Electoral Commission )	<b>2021</b>

## SKILLS

- ❖ Ability to work independently and to create idea
- ❖ Ability to face challenges and learn on the job
- ❖ Excellent knowledge of computer
- ❖ Exceptional verbal and written communication skills
- ❖ Integrity and honesty
- ❖ Conceptual, Innovative and analytical
- ❖ Leadership skills and assertiveness

## INTEREST

- ❖ Participating in social activities
- ❖ Reading
- ❖ Learning

## REFEREES

Available upon Request