FREDRICK OGUN AIBHUEDAFE

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+2348032423331, +23488080236, +2349153236735
fredrickogun@yahoo.co.uk Fredmaxi201@gmail.com

SUMMARY PROFESSIONAL:

I am a resourceful and diligent individual with over 23 years' proven experience in managing offi operations, maintaining accurate records, and providing efficient clerical support. Skilled in data entr document management, and ensuring office supplies are readily available. I am Committed to supporti team productivity and ensuring smooth day-to-day administrative functions.

WORK EXPERIENCE

LADGROUP LIMITED 2002 - 2026
Admin Clerk, Store Keeper

- I give daily reports on Diesel usage.
- I supervise the security in the premises and cleaners.
- I serve as the sales representative for the sale of Processed shea butter for the Company.
- On request, I give out spare parts accessories for cold room and generator repairs.
- I report cases for building maintenance.
- I deliver documents/ letters.
- I daily record the usage of imprest.

SPRINGSIDE NIGERIA LIMITED (AVIATION INDUSTRY) 1998 -2002
Security

- Screen passengers, baggage, and cargo.
- Monitor surveillance systems (CCTV) and report suspicious activities.
- Control access to restricted and sensitive areas.
- Receiving visitors and booking appointments.

EDUCATIONAL BACKGROUND

St. Augustine College of Education (Akoka Yaba, Lagos) 2024 - 2026
Diploma Certificate (OND)

Queensway College Ilupeju, Lagos 2020
WASSCE

SKILLS

- Data entry and record keeping
- Filing and document management (physical & digital)
- Inventory and supplies management

INTERESTS

- Teaching, Watching Football, Reading, Listening to Music

REFEREE

MR. TOYIN ARIYO
08130302400

MR ADEBOWALE OLORE
08067390163