OLAJIDE

TEL: 08129944902, 08186775328

ojulari.tokunbo@yahoo.com

39A, LEGACY ROAD,

ONA-ARA BUS-STOP,

AYOBO, LAGOS STATE.

PERSONAL DETAIL:

DATE OF BIRTH:

22ND MARCH 1979

SEX: **MALE**

MARITAL STATUS:

MARRIED

NATIONALITY: **NIGERIA**

STATE OF ORIGIN: **LAGOS ISLAND**

CARRIER OBJECTIVE:

To be employed in a firm where I would be relevant to the organization, goal & objectives, at the same time realize my potential and abilities

PERSONAL ATTRIBUTES:

- Very innovative with strong and analytical mind.
- Good interpersonal and communication skills
- Dynamic and result-oriented
- Detailed, through and articulate willingness to learn and positive attitude to work

JOB TARGET:

Good and relevant position in a professionally managed establishment with good track record

EDUCATION AND QUALIFICATIONS:

2026 - To Date

V M Karazin Kharvin National University

Master in Business Administration

2005 - 2007

Ondo State Polytechnics, Owo, Ondo State

Advanced Diploma in Business Administration

(Upper Credit)

2003 -2005

Wolex Polytechnics, Iwo, Osun State

Ordinary National Diploma in Business Administration **(Lower Credit)**

1995-2001

Estate Grammar School, Ilupeju, Lagos

Senior Secondary Certificate Examination ***(SSCE)***

1990 -1995

Ilupeju Primary School, Ilupeju Lagos

First Leaving School Certificate Examination

WORKING EXPERIENCE:

March 2011 - March 2022

CFAO General Import Electro-Hall, 771/72,Adeniji Adele Road, Elegbata, Lagos

Position: Account Superintendent & Sage 6, Administrative office

Job Functions:

- Preparation of Workshop Customer Invoice
- Supervision of branches works
- Receiving and customer complain
- Handling of branches problem
- Compilation of customer debt
- Supervision of purchase of administration of first aid drug

HOBBES:

Reading, Swimming,Music,Meeting people

REFEREES:

- Engr. Opeoluwa Akintomide
  Deputy General Managing
  CFAO Electro Hall Nigeria
  Marina
  Tel: 08025555155
- Mr. Kayode Sobowale
  Ondo State Polytechnics, Owo,Ondo State
  Tel: 07041758863, 08023961346
- Mrs. Cynthia Amaka Ifeagwu
  Former Cusdor Director
  Unilever Nigeria
  Lagos
  Tel: 08054199929

- Authorizing the pasting of information on notice board
- Monitoring the safekeeping and updating of individual personality
- Issuing query letters, warning letter to employee (If need be)
- Attending other administrate and personal matters as may be assigned.

Nov2010-February 2011
CFAO Technologies Nigeria, Head Office,Water Corporation Drive, VI, Lagos
Position Account Superintendent& Head of AS 400 User

Job Function

- Supervision & Coordination of administrative unit of the organization
- Preparation of workshop Recap for the weekly and monthly closing.
- Handling of branches issues
- Liasion with branches on necessary challenge facing
- Controlling prompt payment so as to reduce bad debit

Nov2003- Oct 2010
Electro Hall Nigeria Ltd, Wharf Road, Apapa, Lagos
Position: Proper Recording Accounting Control (PRAC) Supervisor

Job Function:

- Arranging of Workshop file
- Preparation of Engineer weekly allowance
- Preparation and registration of jobs for daily operations by engineers.
- Ensuring due process in the completion and verification of jobs card by engineers
- Procurement and maintenance of office facilities $ equipment

June 2000-Oct 2003
Esteem View Nigeria Ltd,48,AdebolaStreet,Surulere,Lagos State
Position: Supervisor

Job Functions

- Handling and Keeping of staff records
- Determination of Company s manpower plans
- Advising management on safety strategies and scheme of the organization.
- Preparation of staff salary
- Seeking better welfare package for staff with management

COURSE AND SEMINARS ATTENDED WITH YEAR:

Fire Safety Awareness	Feb 2012
Environmental Awareness	Aug 2010
Account and Finance for non-Accounting Personnel	May 2008
Staff Motivation Technique	March 2005
CFAO Electro-Hall Cooperative Seminar	Dec 2000

CERTICATE MEMBERSHIP:

Institute Of Professional Managers and Administration of Nigeria (IPMA) 2019.