OYELEKAN OLUSEGUN AKIN

12, Titilola Bolaji Close, Off Beckley Estate, Abule-Egba, Lagos State.
E-mail:segunoyelekan@gmail.com, olusegunoyelekan@yahoo.com.
Tel: 0803 619 8517, 0705 385 3068, 0912 238 7727



PERSONAL DATA

Sex: Male

Date of Birth: July 5, 1977

State of Origin: Osun

Religion: Christian

Languages: English & Yoruba

Marital Status: Single

Career Objective: I intend to showcase my ideology brewed out of self-developed and on-job acquired skills and passion to grow which directly results in excellent performance, thereby contributing my quota to the overall goal of the organization I work with.

Skill Profile: A confident, self-motivated, goal-oriented, diligent and computer literate. A fast learner and team-player with keen interest in qualitative aptitude, quantitative aptitude and excellent ethics towards team-members with ability to work under pressure without supervision. A good listener with excellent communication and driving skills.

EDUCATIONAL QUALIFICATIONS

University of Lagos (UNILAG)	B.Sc. Accounting	In View
Community High School (Olugbode, Ife)	S.S.C.E.	2001
S. B. Consultants Ltd.	Computer Certificate	2000

WORK EXPERIENCE

Custodian Life Assurance Limited, Ikeja, Lagos Sales Advisor April 2024 To June 2024

Job Instructions

Going out to source clients from all fields
Keeping Records of daily activities
Preparing and submission of weekly, monthly and yearly reports Planning and submission of how to achieve the given target for the month.
Regularly and punctual attendance of Agency and Regional Meetings.

IPWA Plc, Ikeja, Lagos Store Officer (Raw/packaging materials store) 2014 – 2017

Job Instruction: Supervision of the receipts and issuance of raw/packaging materials, supervision of the monthly stock taking exercise, posting of raw/packaging materials receipts, issues, sales and loans on computer, reconciliation of book and physical balances, reconciliation of accounts' and stores' balances, ensuring proper documentation, coordinating the arrangement of raw/packaging materials in the store in order to minimize wastage and obsoleteness, preparation and reconciliation of the weekly, monthly and annual stock reports for Senior Accounts Manager, Signing of Goods Received Report (GRR), Supplier's Delivery Notes and Invoices, and ensuring their timely processing for dispatches to accounts, ensuring proper updates of Bin Cards, timely and accurate reordering of raw and packaging materials. General up-keep of the Raw/packaging materials Stores.

IPWA Plc, Ikeja, Lagos Store Keeper (Finished Goods Warehouse) 2004 – 2014

Job Instrustion: Attending to and taking customers' order, reconciling the store bin cards balances with physical and computer balances in the store, reconciliation with accounts balances, posting of receipts, sales, loans and depots transfers on computer, participating in monthly stock taking exercise. Raising of Products Requests for production, printing of weekly and monthly stock balances, reconciling them and providing other reports related to stock.

O & A Communications, Ikeja, Lagos Computer Operator 2002 – 2004

Job Instruction: Computer Graphic Design, Typesetting, Photocopying, Scanning, spiral binding, Digital Transfers, Laminating, Recording of Sales and Purchases and General up-keep of the office.

Digital Communications, Ilupeju, Lagos Office Assistant 2001 – 2002

Job Instruction: Receiving, making and registering calls for MD, making calls to the clients, registering MD's visitors, organizing MD's meetings and outings, handling of requests and receipts of materials from suppliers and supply of the same to the engineers on site.

Hobbies

Reading, Traveling, Meeting People and Singing.

Flair:

Sports, Science and Technology

Other Skills Acquired

QuickBooks, Tally, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, CorelDraw, Web Designing, Driving, Tilling and Human Relations Management.

Referees Elder Idowu G. Olusona

Bursar
Babcock University, Ilisan Remo, Ogun State
0803 321 1982

Pastor Uchegbue

President
Seventh-day Adventist Church, Lagos Mainland Conference, Ogba, Lagos
0803 361 3999, 0815 761 9718