**ADEBAYO,Oluwatobi Boluwatife**

 3, Aper Aku close, Mohammed Goni Street, Zone B, Apo Legislative quarters, Apo, Abuja.

 Mobile: +2348064914767, E-mail: adebayooluwatobi98@yahoo.com , adebayooluwatobi98@gmail.com

CAREER OBJECTIVES

To work in a preeminent, highly professional, merit driven and result oriented organization with a strong Organizational culture and social values. My mission is to contribute positively to the growth, expansion of the organization in its entire ramification and improve lives.

**PROFESSIONAL WORK EXPERIENCE**

**Awesome Effect Consulting, Lagos State.-August 2010 – Sept. 2011 - (Internship)**

**Position: Office Assistant**

**Administrative Role**

* Carried out Printing, Typing, documentation of official documents and other administrative roles
* Maintained office schedule by picking-up and delivering items using the firm’s official vehicle.
* Maintained office equipment such as printers, scanner etc. by performing preventive maintenance, troubleshooting failures, calling for repairs and monitoring equipment operation.

**Awesome Effects Consulting, Lagos State. –July 2013 - Sept 2013 - (Internship)**

**Position: Office Assistant/Admin Officer**

**Administrative Role**

* Carried out administrative functions.
* Assisted the office personnel in organising official documents.
* Assisted in typing, photocopying, printing of official documents and other clerical duties.
* Maintained office schedule by picking-up and delivering items using the official vehicle.
* Maintained office equipment such as printers, scanner etc. by performing preventive maintenance, troubleshooting failures, calling for repairs and monitoring equipment operation.

**National Agency for the control of AIDS (NACA)/ Ondo State Action Committee on AIDS (ODSACA) Clinic, Akure, Ondo State. - July 2014 - October 2014 - (Industrial Attachment)**

**Position: HIV Counseling and Testing officer**

**Administrative Role**

* Carried out HIV test procedures on suspected patients.
* Counseled patients with confirmed cases of HIV/AIDS.
* Managed patient’s profiles and information in the ART register.

**Awesome Effects Consulting, Lagos State. –June 2015 - Sept 2015**

**Position: Human Resource Assistant**

**Administrative Role**

* Processed incoming mails.
* Maintained calendars of human resource management team.
* Ensured background and reference checks are completed.
* Scheduled job interviews and assisted in interview process.
* Performed file audits to ensure that all required employee documentation is collected and maintained.
* Assisted in trainings and capacity building programs.

**FHI 360 Malaria Action Program for States (MAPS), Makurdi, Benue State. –April – May 2016 (Volunteer Program)**

**Position: Campaign Implementation officer for the long lasting Insecticidal Nets (LLIN) Replacement Campaign for Gwer West Local Government, Benue State.**

**Administrative Role**

* Organized training activities in conjunction with the local government for the LGA team
* Monitored the mobilization and distribution process of long lasting insecticidal nets
* Ensured campaign data is being collated and collected.
* Served as a link between the National campaign implementation team and the LGA team

**Pact Nigeria, Makurdi, Benue State -Oct 2015- Oct. 2016 (NYSC)**

**I-CARE Project**

**Position: Data Entry Officer**

**Administrative Role**

* Entered program data into the Pact data management software for subsequent analysis; identified and followed up on missing data
* Identified data related issues such as inconsistencies or missing data by the originators of the source data and reported to the assistant M&E officer.
* Collated questionnaires and data from different CBOs involved in the project.

 **PROFESSIONAL MEMBERSHIP**

**Nigerian Red Cross Society**

* Volunteer

**Chartered Institute of Personnel Management of Nigeria(CIPMN)**

* Associate Membership (In-View)
	+ - * **Project Management Institute(PMI)**
* Member

**SKILLS**

* Emotional intelligence & Critical thinking skills.
* Proficient in the use of MS Office Applications (Word, Powerpoint, Excel).
* Excellent telephone manner and high standard of communication skills.
* Proficient use of different survey tools applications (Survey monkey,Google forms,Google Trend).
* Proficient in the use data analysis and statistical softwares such SPSS,STATA
* Effective writing skills (Corporate Communications: Reports & Letters).
* Ability to deal with highly confidential matters professionally & discreetly.
* Personnel management.
* Proficient use of Peachtree application.
* Sound knowledge of health and safety practice.
* Sound knowledge of Social media skills such as search engine optimization.

EDUCATION AND QUALIFICATION

**August 2015 University of Michigan - Online Certification**

 Successful Negotiation: Essential Strategies and Skills

**2011 ­­– 2015 University of Ilorin, Ilorin, Kwara State.**

Bachelor of Science (*B.Sc*.) Microbiology

**2003 – 2010** **Christ the Redeemer International Secondary School**

 **Akure, Ondo State.**

 Senior Secondary School Certificate (SSCE)

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**PERSONAL DATA**

 Sex: Male

Date of Birth: 20th Feb 1993

Marital Status: Single

**INTEREST**

History, Travelling, Cooking and Volunteer work.