**HAMMED MUSLIU OLALEKAN**

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Phone number: +2347039535552, +2348166409166

**ABOUT ME**:

I have skills in data collection, entry, analysis and report writing. I have a great interpersonal skills and my command of English language is commendable. I am also a great team builder and can work independently with little or no supervision I work very hard to meet timelines and goals.

**EDUCATIONAL DETAILS**

* **B.Sc. Insurance**  **2015-2018**

University of Benin, Benin City, Edo State

* **National Diploma, Insurance 2012-2014**

Federal Polytechnic Offa, Kwara State

* **West Africa Senior School Certificate** **2009**

Agbonna High School Share, Kwara State

* GCE 2010

**WORK EXPERIENCES**

**Worked as a Personal Assistant to Clerk Officer**

**on Urban Development and Regional Planning Committee (NYSC)**

National Assembly, Three Arm Zone Garki Area, Abuja  **2019-2020**

 **Responsibilities/Track Records**

* Oversite function
* Organizing the Committee’s meeting event
* Organizing documents and files.
* Regular maintenance of the office
* Front desk duties
* Running errands as dictated by the clerk officer

* **Worked as a Sales Representative 2009-2011**

Olaoluwa Agro & Tech.

 **Responsibilities/Track Records**

* Handling of the company’s social media handle for sales promotion
* Organizing Trade fair
* Attending business seminars on marketing and sales promotion
* Attending meetings on weekly evaluation
* I also render swift responses to complaints from our clients.
* **Worked as a Secretary 2014-2015**

Sakyours Agro & Tech.

 **Responsibilities/Track Records**

* Documenting financial information
* Organizing documents and files
* Supervising staff and new employee
* **Worked as First Monie and Opay (POS) Attendant 2018-2019**

Sakyours Agro & Tech.

 **Responsibilities/Track Records**

* Transferring money
* Withdrawing money
* Attending to customer complaint.

**SKILLS**

* Great organizational skills
* Computer literacy
* Ability to multi task
* Great team builder
* Data collection, entry, analysis
* Ability to work in a given time limit under pressure
* Good listening skills
* Ability to follow strict procedures

**CERTIFICATION**

**National Youth Service Corps (NYSC)**

Discharge Certificate

**Ministry of Women Affairs and Poverty Alleviation Vocational Training/Skill Acquisition Centre Lagos Island, Lagos State**

Computer Education

**John Harris Library, University of Benin**

**(University Connect)**

Use of Electronic Libraries and Scholar

Databases (Participant)

**REFERENCE**

**MR. SALAUDEEN TAJUDEEN YUSUFF OLAYIWOLA TOHEEB**

**Lecturer Unit Manager**

**Federal Polytechnic Offa, Kwara State Custodian Life Assurance Limited**

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