ADEGBOLA DOLAPO HAFIZ

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# OBJECTIVE

Adegbola Hafiz is a passionate professional who seeks to render satisfying value to clients. Desire to work in a challenging position to provide leading edge, excellent service that is in tune with the organization corporate goals; a reputable and goal oriented organization with opportunity for career advancement, where my skills and ability, core valves and mental resourcefulness can be put to optimum use through passion and commitment to attain professional distinction and proficiency.

# PERSONAL DATA

 **Sex:** Male

 **Date of Birth:** 11th September 1992

 **State of Origin:** Oyo State

 **Local Government Area:** Ibadan North West

 **Marital Status:** Single

 **Nationality:** Nigeria

# ACADEMIC QUALIFICATIONS

**2016** **UNIVERSITY OF IBADAN Oyo State, Nigeria.**

 *B.Sc., Political Science*

 *Second Class Honors (Lower Class Division)*

**2007 Army Barracks Grammar School, Iwo Road, Ibadan**

 *SSCE*

**2000 Efun Community Primary School, Old Ife Road, Olaogun Ibadan Oyo State**

*PLSC*

# PROFESSIONAL QUALIFICATIONS

* **University of Ibadan Computer Proficiency** **2017**

*Certificate of Participation*

* **Global Research Empire, Sultan Bello Hall, Suite 1, University Of Ibadan**  **2015**

*Certificate of attendance in project evaluation and editing.*

* **International English Language Testing System (IELTS) Grade 5.0**
* **Member of Political Science Student Association, University of Ibadan**

**Chapter, Nigeria 2015**

# INDEPENDENT COURSE WORK

* **Dolly P Aluminium Works 2015**

*Certificate of Participation*

**RESEARCH WORKS**

* 3-days entrepreneur development workshop by Foreprenuer Limited
* Student leadership development program 2016 by Faculty of Social Science, University of Ibadan.

# RELATED SKILLS

* Researcher
* Project Writer/Assistant
* Internet Surfing
* Assembling of Office Furniture
* Painting
* Swimming
* Traveling to new Places

# SOFT SKILLS

* Strong Problem Solving Skills
* Excellent interpersonal and people skills
* Proficient computer skills (Ms Word, Excel, PowerPoint)
* Excellent communication skills (oral and written)
* Strong planning and organizational skills
* Ability to work well under pressure and with little or no supervision
* Good leadership skills

# EXPERIENCE

**2015** **Non Governmental Organization “NGO”(Give Succor to the People)** **Oyo State, Nigeria**

 *Data Management/Computer Operator*

* Compile all necessary appointments, manage all inquires and requests
* Liaise with other staff members, visitors, vendors/service providers to facilitate daily operations.
* Document and file all official correspondence for effective data management.
* Handle all logistical issues to ensure smooth operations.
* Manage the office petty cash system to ensure they are always funds to carry out operations.
* Provide general assistance during meetings, conferences, public appearance and other speaking engagements.

**2012** **Blessed J.C Investment Nig, Ltd Lagos State, Nigeria**

 *Sales Representatives/Stock Keeper*

* Processed online orders to fulfill customers’ demands.
* Attended to on-site customers in a friendly manner
* Processed payments to merchants to ensure ongoing business relationship.
* Collaborate with senior executives, working with them to develop effective strategies for client organizations.
* Developed business related and relevant content which was published on the organizations blog.
* Assisted in the recruitment exercise for client organizations.

**2009** Latwins Farm Nig, Ltd**. Lagos State, Nigeria**

##  *Poultry Management/Stock Keeper*

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* Processed customer’s orders for eggs to ensure timely delivery.
* Made physical delivery to customer’s sites
* Managed stock inventory of eggs/feeds to ensure there was always enough stock to fulfill customer requests.
* Managed both customer and supplier relationships such that we didn’t lose any customer account and our suppliers we always quick to attend to us
* Reconciled both cash and credit sales to ensure proper books of account were kept.

**2019 Lafarge Africa Plc. Ogun State**

Working as Contractor

* Supervision of process production

# LANGUAGE SPOKEN

English and Yoruba

# REFRENCES

**MR ALABI OLUFEMI**

Ministry of Education

Lagos State

Tel: 08077732676

**DR ADEGOKE STEVE**

Managing Director

Foreprenuer Group of Companies

University of Ibadan, Oyo State

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