

No 299, Oliver Nelson Street, Zone 4, Dutse.
Abuja.
+2348038381920
jumisbola@gmail.com

JIMOH OLAJUMOKE OYEBOLA

OBJECTIVE To work effectively and put in my best, utilizing all available resources to achieve the collective goal of the organization.

PERSONAL DATA

Date of birth:	September 19, 1983
Marital Status:	Single
Gender:	Female
State of Origin:	Kwara State
Local Govt:	Irepodun

SKILLS & ABILITIES

- A hard working, reliable, effective and dependable team worker
- Keen learner with constant zest to acquire new skills
- Team player with strong analytical and leadership skill.
- Good communication and presentation skill.
- Give service when required.

EXPERIENCE

ICT OFFICER, NIGERIA RUGBY FOOTBALL FEDERATION, ABUJA
2022

- Supported phone, photocopier and other physical equipment.
- Coordinated with management teams to plan, develop, align and execute strategies that would meet client's vision, mission and purpose.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.

ADMINISTRATIVE OFFICER, GLOBAL FORTUNE EDUCATIONAL SERVICES, ABUJA
2016-2021

- Facilitated and processed incoming calls and emails, distributing relevant information to necessary departments.

- Offered excellent customer service to colleagues and external representatives.
- Organized meetings and events guaranteeing professional results.

TEACHER, SOLID BASE INTERNATIONAL ACADEMY, ABUJA

2012-2014

- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

ADMINISTRATIVE/MARKETING OFFICER, DEVTEK CONTRACTS LIMITED, ABUJA

2011-2012

- Processed purchase orders, service contracts and financial reports.
- Monitored and updated employee database and managed scheduling for teams
- Aided colleagues, managers and customers through regular communication and assistance.

FIELD OFFICER, ANCHORAGE MICROFINANCE BANK, ABUJA

2010- 2011

- Conducted house searches and created environmental reports as part of loan process.
- Compiled database of loan applicants' credit histories and other financial information.
- Maintained strict confidentiality of bank records and client information.

LABORATORY ANALYST, FINESTONE PROCESSING COMPANY, CROSSRIVER

2007-2008 (NYSC)

- Analyzed and treat mined stone samples daily for proper result.
- Performed standardized tests on the stone to the meet the buyer specification.
- Prepared finished samples for pick-up and delivery.

LABORATORY ANALYST, 7UP BOTTLING COMPANY, ILORIN

2004 (IT)

- Performed equipment validations to guarantee proper performance of laboratory equipment, water treatment plant etc.
- Assisted with treating, producing and packaging of finished products.
- Repaired, calibrated and safely operated all laboratory equipment.,

PRODUCTION OFFICER, PADSON INDUSTRIES LIMITED, ILORIN

2003 (IT)

- Planned plant upgrade based on expected operating demands, planning objectives and cost considerations.
- Created production plans covering schedules, quality goals and labour requirements.
- Assisting in production for better results.

EDUCATION	University of Ilorin B.Sc. Industrial Chemistry	2003-2006
	Anglican Grammar School, Ilorin Senior School Certificate (NECO)	1995-2000
	St. Barnabas Primary School, Ilorin Primary School Leaving Certificate	1989-1994

IT SKILL	Tron Real System Integrator, Certificate of Proficiency in Information System (CPIS). Well Versed with Windows, Ms Word, Excel, Access, PowerPoint and Internet Application.	
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HOBBIES	Reading, Travelling, meeting people and discovering new ideas	
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REFERENCES	Dr. Ademola Are, President, Nigeria Rugby Football Federation +2348037188687	
	Dr. Robinson Okosun, Deputy Director, Media and Publicity, Nigeria Football Federation. +2348033082096	