

ILORI BAMIDELE JOEL

5, St. Michel Street, Igbokuta Road, Gberigbe-Ijede, Ikorodu, Lagos State.

Tel: 07055974194, **Whatssap:** 08149382059

Email: iloribamidele2019@gmail.com

PROFILE

A dynamic enthusiastic, bright and energetic hard working man and a proven self starter, who can maintain a busy schedule and an appetite for challenge and vision to succeed with ability to learn things very fast. Also to use knowledge and experience acquires to manage business organizations professionally.

CAREER OBJECTIVE

To work in an excellent working environment, where man power development and training is encouraged and reward, to respond to changes and appreciate new ideas, ability to work under little supervision and to exhibit salient flair for career challenges with good public relations.

PERSONAL DATA

Date of Birth: February 29th, 1988

Marital Status: Single

Sex: Male

Religion: Christian

State of Origin: Osun State

Nationality: Nigerian

EDUCATION

Express Tech Academy (2025)
Virtual Assistant Training (Certificate)

Digital Skills Nigeria (2026)
Azure Fundamentals (AZ-900) (Certificate)

Allison (2025)
Diploma in Occupational Health, Safety and Environment (OHSE)

Allison (2025)
Diploma in First Aid and Safety

National Youth Service Corps (2017 – 2018)

National Open University of Nigeria (2012 – 2016)
B.Sc (Hons.) in Environmental Science & Resources Management

Federal Polytechnic Ede
National Diploma in Estate Management

(2008-2010)

Blessed Assurance College
(West African Examination Council)

(2006)

Olubukola Nursery & Primary School
(First Leaving School Certificate)

(1999)

SKILLS AND ABILITIES

- Virtual Assistant (CRM Tools)
- Azure Fundamentals (AZ-900)
- Microsoft Office 365
- Internet Fundamentals
- Photography and Graphics design
- Task Management and Technical tools
- Remote Communication and Administration support
- Essential Digital Skills for Effective Virtual Support
- Excellent interpersonal and communication skills
- Ability to learn at all time and good public relation
- Ability to Swim, Travel & Play Football

LANGUAGES

English and Yoruba

RESEARCH WORK/TEAM WORK

- Certificate of Proficiency in Training for Seminal/Workshop at Trustco Resources Limited. 2011
- Field trip & report writing on Waste Management in Federal Medical Hospital, Idi-Aba Abeokuta Ogun State. 2014
- Stakeholder's perception of water security in pre-urban area of Abeokuta, Obantoko As case study. 2016

WORK EXPERIENCE

Apr. 2025- Till Date

Employer: **Opay Microfinance Bank**

Position Held: *Collection Officer*

Role: *Loan Recovery, Customer Service, Customer Relations.*

Aug. 2023- May 2025

Employer: **WOLEX ART PRODUCTION**

Position Held: *Studio Manager*

Role: *Handling of camera for Studio Photo shoots, photo editing, Retouch, Graphics Design, Branding and Printing.*

Jan 2019- Dec 2020

Employer: **AMBER PRIME PLASTICS NIGERIA LTD.**
Position Held: *Head of Mixing and Raw Materials processing*
Role: Processing of raw materials,
Supply of raw materials to production floor
Quality control officer

Feb. 2014- Aug. 2014

Employer: **ENVIRONMENTAL SANITATION AND WATER SUPPLY**
Yewa North Local Government, Ogun State. (IT)
Position Held: *Public Relation Officer*
Role: Passing of basic information between customer and
management
Making sure the customer's interest is well served

Nov 2010- Oct 2011

Employer: **FEDERAL MINISTRY OF URBAN & REGIONAL PLANNING**
Abesan Estate, Iyana-Ipaja, Lagos State. (IT)
Position held: *Site Inspector*
Role: Valuation, Documentation and Arrangement of Files

Jan. 2007- Dec. 2008

Employer: **AGETECH CONSULTANT**
Position held: *Computer Operator*
Role: Graphic Design

COMPUTER SKILLS

Diploma in Desktop Publishing
CRM Tools
Graphics Design
Photography and Editing
Excel
Microsoft Office

REFEREES

Available on Request.