

DIVINE IRUNNA EZENWAFOR

No.5 Harrison Sholaja Street, Okota, Lagos • 09052553707 • divodelson@gmail.com

EDUCATION

Trinity University, Yaba, Lagos
International Relations (B. Sc)

January 2021 to September 2024

Methodist Boy's High School, Victoria Island, Lagos
Senior Secondary School Certificate

October 2014 – December 2020

Loral International School, Festac Town, Lagos

September 2010 – July 2014

RELATED WORK EXPERIENCE

1. **Kramol Tee Security Services, Lagos** February 2026 to date
Administrative officer
 - Supervision of security personnel stationed in companies in Lagos State and its environs.
 - Scheduling supervisor's weekly meetings
 - Monthly payroll administration- Ensure all staff salaries are paid on time.
 - Maintenance of office equipment.
 - Petty cash officer
 - Reconciliation of cash record against bank statements
 - Book keeping
2. **National Youth Service Corp, Lagos State: LA/24C/12801** January 2025 -January 2026
 Youth Corper
 - Supervision of security personnel stationed in companies in Lagos State and its environs.
 - Scheduling supervisor's weekly meetings
 - Monthly payroll administration- Ensure all staff salaries are paid on time.
 - Maintenance of office equipment.
 - Petty cash officer
 - Stock taking and recording
 - Maintenance of record of cash sales
 - Reconciliation of cash record against bank statements
3. **Internship Training in Petra and Phronesis Limited, Lagos** August to November 2022
Supervisor: Mr. Abayomi Scott
 - Online vehicle inspection using digital cameras and online visuals to detect vehicles with either missing or incomplete vehicle particulars. We worked in partnership with the Lagos State Government Vehicle Inspection Agency.
4. **Internship Training in Sims Limited, Lagos** September to October 2021
Supervisor: Mrs. Ogechi Anene
 - Scheduling supervisor's weekly meetings
 - Customer service duties with focus on attending to about 50 customers per week with 85% retention
 - Maintenance of equipment.
 - Stock taking and recording

- Maintenance of record of cash sales
- Reconciliation of cash record against bank statements

SCHOOL PROJECTS

- Researched on the Gender and how it develops our heterogeneous society.
- Worked with a team of 6 students to analyze the diplomatic setting of the world and all round connection of the globe as a whole.
- Participated in a team project to analyze the negative and dangerous effects of hazardous materials.
- Researched on Cosmology
- Philosophical research on Epistemology

OTHER QUALIFICATION/CERTIFICATIONS/LEADERSHIP EXPERIENCE

- Data analysis in Excel and Tableau (ongoing)
- Cyber Security Diploma Certification (Beginner), 2025
- New Horizon Computer certification on Tableau, Power Bi, MS Word, Excel and Power Point, 2024
- Departmental Sports Director, International Relations Dept, Trinity University. 2022
- French and Leadership Certification (2022)
- Maintenance Prefect (2019) and Labor Prefect (2020), Methodist Boys' High School.

SUMMARY OF SKILLS

- Team Player: Extensive collaboration through participation in school sports and student fora.
- Strong data gathering and analytical skills gained in school projects and through practical work experience
- Good communication and presentation skills developed through extensive presentation of school projects.
- Outstanding customer service and interpersonal skills acquired through working with students, lecturers, and the internship training program.
- Efficient in the use of technology to accomplish tasks and to increase work efficiency. MS Words, and PowerPoint.
- Experience in Trading Account preparation.

References: Available on demand.