

MURITALA RIDWAN OPEYEMI

Email: muritaladestiny@gmail.com
Phone: +234810696279
+2348143360561

SKILLS

- Problem Solving
- Excellent Communication skill
- Critical Thinking
- Process Improvement
- Project Management
- Strategic Planning and Analysis
- Hotel Facility Management
- Team Building
- Multitasking

CERTIFICATIONS

- Award in Occupational Computer Engineering

TRAINING

- Installation of Operating system and apps on a computer system
- Installations of Microsoft windows, Microsoft word's,Excel, PowerPoint, Corel draw etc.
- Repairing of Computer's, photocopy machine, printers and desktops
- Buying and selling of All parts of computer parts

PROFILE

Strong problem-solver, analytical thinker, results-driven and safety professional with a demonstrable ability to adapt and reliable. Proficient in Software Engineer and hardware Engineer thinker seeks administrative position to improve the workflow and processes in an office setting through the application of two years of administrative experience and excellent communication skills, seeking new opportunities and a great interest in the fields of office administration, or any available post.

EXPERIENCE

National Youth Service Corps, Pilot Senior secondary school.
Bode saadu Ilorin
Jan 2023 - Dec 2023

Class Teacher

- All school Management and Administrative duties.
- Planning and execution of activities that encourage students interest in education
- Teaching Computer studies to primary 5 and 6 classes
- Preparation and coordination of students examination
- Supervision of senior secondary school examination

Kunshine Investment limited.
Olodo, Ibadan
Nov 2018 - Dec 2020

Petrol Attendance - Assistant manager

- Selling of fuel to customers
- Attending to customers needs and service's
- Assistant to the manager
- Opening and closing of the company
- Jan 2015 - Nov 2016
- Customer Service Representative
- Vic Tee Group of School, Garage Olodo, Ibadan
- Teaching Computer studies to primary 5 and 6 classes
- Preparation and coordination of students examination
- Supervision of senior secondary school examination

Vic Tee Group of School, Garage.
Olodo, Ibadan
Jan 2015 - Nov 2016

Customer Service Representative

- Teaching Computer studies to primary 5 and 6 classes
- Preparation and coordination of students examination
- Supervision of senior secondary school examination

EDUCATION

Osun State College of Technology (OSCOTECH).
Osun State
2018 - 2022

Higher National Degree (HND)
Computer Science

Oke Ogun Polytechnic.
Saki.
2016 - 2018

National Diploma (ND)
Computer Science