

OLAOSEBIKAN GBOLAHAN RIDWAN

Ibadan, Nigeria | Telephone: +234 907 4511 581 | Email: ridwanolagbolahan@gmail.com

EDUCATION

University of Ibadan, Ibadan, Nigeria

January 2022 — January 2026

B.A., Philosophy

Academic Grade: Second Class Honors (Upper Division)

CGPA: 3.38/4.00

WORK EXPERIENCE

Human Resources Assistant

May. 2025 – October 2025

NIGERIAN UNION OF PETROLEUM AND NATURAL GAS WORKERS (NUPENG)

- Maintained and updated employee records with accuracy and confidentiality
- Responded to staff inquiries regarding HR policies and procedures
- Provided structured feedback and assessment system to support skill growth
- Maintained Confidential Personnel records while ensuring data accuracy.

Production Line Operator

June 2019 – May 2021

EMZOR PHARMACEUTICAL INDUSTRIES

- Operated production equipment while following safety procedures
- Inspected products to ensure quality standards were met
- Worked effectively with team members to meet daily production targets

Production Operator

June 2018 – January 2019

EXCELLENT PRINTS

- Operated production equipment while following safety procedures
- Inspected products to ensure quality standards were met
- Worked effectively with team members to meet daily production targets

Production Operator

January 2018 – June 2018

PENTAGON PLASTICS LIMITED

- Operated production equipment while following safety procedures
- Inspected products to ensure quality standards were met

Customer Service Attendant

February 2017 – January 2018

BET9JA

- Handled Customer enquiries and resolved complaints professionally
- Built strong customer relationships to increase repeat business
- Met and exceeded sales targets through effective product knowledge and customer service
- Ensured swift and fast payouts.

Office Assistant**July 2016- December 2016****GOD'S DECISION FILLING STATION**

- Managed day-to-day administrative tasks, including scheduling, filing, and correspondence
- Assisted with document preparation, data entry, and record keeping
- Supported team coordination and ensured smooth office operations

LEADERSHIP/VOLUNTEER EXPERIENCE

Sigma National Quiz State Coordinator**March 2023– March 2026****Sigma Club****Roseline Etuokwu Sigma National Secondary School Quiz Competition**

- Coordinated the planning and execution of the Sigma Club National Quiz Competition across Oyo state for Three (3) consecutive years, involving over 1000 schools.
- Registered and onboarded over 1000 participating secondary schools for the competition.
- Liaised with school administrators and representatives to ensure smooth participation.
- Managed event logistics and coordinated communication with participating schools.
- Led a statewide campaign to create awareness about education and to promote the quiz competition
- Organized, supervised and conducted the quiz competition, ensuring adherence to competition rules and procedures.
- Resolved participant inquiries and ensured the event ran efficiently and professionally.
- Maintained accurate records of participating schools and competition outcomes.

President**June 2024 – February 2025****National Association of Philosophy Students, University of Ibadan**

- Established and supervised a Constitution Review and Amendment Committee to strengthen the association's governance framework.
- Coordinated a comprehensive Health Day attended by over 250 students and 10 lecturers featuring free medical screenings, HIV testing, mental health awareness sessions, and other wellness initiatives.
- Oversaw the ₦300,000 sponsored renovation of the departmental reading room, creating a more conducive learning environment for students.
- Secured ₦150,000 in sponsorships and financial support for the acquisition of sports equipment, increasing student participation in sporting activities.
- Launched a Career Advancement Hub that connected 35 students with career development resources, opportunities, and professional guidance.
- Developed a digital archive for preserving departmental records and ensuring easy access to important documents
- Partnered with the legislative council in the procurement of official legislative materials (gavel, mace, and legislative gown) enhancing professionalism, functionality and official legislative proceedings.
- Led the renovation and improvement of departmental restroom facilities, enhancing hygiene and usability.
- Initiated and organized the department's first inter-school friendly football match to strengthen interdepartmental relationships and student engagement.
- Organized the department's first-ever Sanitation Day with over 20 students and volunteers participating to improve environmental cleanliness.
- Presided over meetings and coordinated decision making among executive members.
- Managed the preparation and distribution of examination packages to over 150 students, ensuring timely and efficient delivery.
- Delegated responsibilities and supervised committees to ensure effective project delivery.
- Spearheaded the design and installation of a new departmental signage to improve visibility and identity.

Sigma Club

- Secured photography and media equipment valued at ₦1.5 million through sponsorships to enhance the club's event coverage and publicity.
- Generated ₦350,000 in revenue by coordinating the sale of the club's compendium and branded merchandise across 20 club events.
- Oversaw the documentation of club activities through professional photography and videography, ensuring effective record keeping and promotional content.
- Developed revenue generation initiatives, including a strategy to grow the club's YouTube channel towards monetization.

Treasurer

July 2023 – March 2024

National Association of Philosophy Students, University of Ibadan

- Managed the association's finances, including income, expenses, and budget planning.
- Maintained accurate financial records and prepared financial reports for executive meetings.
- Collected dues, processed payments, and ensured proper documentation of all transactions.
- Monitored spending to ensure it aligned with the approved budget.
- Promoted transparency and accountability in the association's financial operations.

NOTABLE AWARDS

Award of Excellence , Best Graduating Loyal Sigmite, Sigma Club	2026
Award of Service , Investment & Special Duties Committee Chairman, Sigma Club	2026
Award of Recognition , President of the Year, Association of Faculty of Arts Students	2025
Award of Service , President, National Association of Philosophy Students	2025
Award of Service , Treasurer, National Association of Philosophy Students	2024

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- **Technical Skills** Proficient in Social Media Management, Microsoft Word, Excel, PowerPoint, Email & Digital Communication
 - **Soft Skills** Leadership, Communication Skills, Team Collaboration, Critical Thinking, Problem-Solving, Organizational Skills.
 - **Languages** English (*Fluent*), Yoruba (*Fluent*), French (*Basic*)
 - **Interests** Human Resources, Administrative Operations, Project Coordination, Artificial Intelligence, Logic and Philosophy, Talent Development.

All certifications and experiences can be verified on LinkedIn: - [Olaosebikan Gbolahan Ridwan](#)