

# **SAMUEL DAMILARE**

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## **PROFESSIONAL SUMMARY**

Results-driven Supervisor and Administrative professional with experience in team coordination, office administration, record keeping, and operations management. Skilled in staff supervision, MS Office, data management, and ensuring smooth daily office activities. Known for strong leadership, attention to detail, and ability to improve efficiency and meet targets.

## **KEY SKILLS**

- ✓ Team Supervision and Leadership
- ✓ Office Administration and Documentation
- ✓ MS Word, MS Excel, MS PowerPoint
- ✓ Data Entry, Filing and Record Management
- ✓ Customer Service and Communication
- ✓ Report Preparation and Inventory Control

## **WORK EXPERIENCE**

### **National Youth Service Corps (NYSC)**

#### **Administrative Role at Awulo Alive foundation, Jos, Plateau State.**

**2025 to 2026**

- ✓ Provided administrative support: typing, printing, scanning, and documentation
- ✓ Coordinated schedules, meetings, and office logistics
- ✓ Maintained accurate records and databases
- ✓ Supported supervisors with data entry and report compilation

#### **Operation Supervisor at Honeywell flour mill, Ikeja, Lagos State**

**2023 to 2025**

- ✓ Supervised daily operation to ensure smooth workflow
- ✓ Coordinate staffs activities and assigned duties
- ✓ Ensure Compliance with company policies and safety procedures
- ✓ Monitor staffs attendance and performances
- ✓ Prepared operational reports and maintained accurate records
- ✓ Ensure productivity targets were achieved
- ✓ Improved operational efficiency through effective supervision
- ✓ Maintained accurate documentation and reduced reporting errors
- ✓ Promoted team work and maintained positive working environment

## **EDUCATION**

✓ **Abraham Adesanya polytechnic, Ijebu Igbo Ogun state**

**2023**

HND in Microbiology

## **LANGUAGES**

English - Fluent | Yoruba - Native

## **REFREEES**

Available upon request