**OGUNSULIRE AYOKUNLE DAYO**

 **Contact Address: No 8, Oye Akinnawonu st off Ademulegun Rd Ondo**

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**PERSONAL DATA**

Date of Birth: 10th October, 1981

Sex: Male

Marital Status: single

Religion: Christianity

State of Origin: Ondo State

Local Government: Ondo West

Nationality: Nigerian

**EDUCATIONAL BACKGROUND**

University of Lagos, Akoka Lagos

B.sc (Hons) Economics (Second Class upper ) 2017

Otta-IkosiHigh School, Otta-Ikosi,Epe Lagos

Senior Secondary Certificate Examination SSCE 2001

**OBJECTIVE**

Ability to learn quickly, master new concepts and engage in problem solving

To continually seek means of adding value to my personal and corporate environment

Ability to work as a team, positive response to the organisational growth

To be service Oriented, improve customer service and also harness available resources to achieve the set goals and objectives

**SKILLS /INTEREST**

Computer Literacy (Ms word,Ms powerpoint and Excel)

Self-driven and ability to work under pressure

Good interpersonal relationship and good team player

Inquisitive to learn more from experience people

WORK EXPERIENCE

University of Medical Sciences Ondo (2019 till date)

POSITION: Administrative Officer

**Responsibilities**

Proper filing of staff documents and records

To maintain confidentiality of information

Assist in preparation of academic calendar

Olushola Autos Ltd (2012- 2019)

POSITION: Manager

**Responsibilities**

Planning, Organising and Seeing to the day to day activities of the entire workforce

Set goals for the group,and decides what work needs to be done to meet those goals for each day.

Establish targets and yardsticks to meet the targets and also interprets the staff performances.

SDMA NETWORKS LTD (2009 – 2012)

POSITION: Technician

**Responsibilities**

Installation of communication radio and trouble shooting of network

Managing information flow effectively between client and management on how to improve on service delivery