***CURRICULUM VITAE***

***OGUNMODEDE KINGSLEY OLALERE***

*Mobile:+2348034288055, 08172808683 E-Mail:ogunmodedekingsley@gmail.com*

*Looking for a position in a company assignment in Administrative, Business Development, Brand Management, Customer relationship management, Communication with a growth oriented organisation.*

***PROFILESUMMARY***

* *Result oriented professional with experience in System Analyst, Project Management, Market Communication, Business Development, Vendor and Process Management, Competitor Evaluation and Sales Support Operation*
* *Experience in designing business strategy & long term vision, creating & disseminating official corporate communications and client engagement*
* *Proficient in managing activities related to Brand, Strategic Alliances and People Management*
* *Endowed with strong business acumen and a deep understanding of critical business drivers in multiple markets and industries*
* *Developed integrated plans that built business that continually surpassed overall expectations*
* *Possess strong communication, relationship management and presentation skills*

***AREASOFEXPERTISE***

*Financial Management*

*Business Intelligence*

*Strategic Planning*

*Information Management*

*Creative Team Leadership*

*Project Management*

*People Management*

***PROFESSIONALEXPERIENCE***

***Dec. 2022 - Till Date World Health Organization***

 ***\* Independent monitor 2022 - 2023***

 ***\* PAPA-LQT - 2023***

 ***\* Field Volunteer Officer***

***February 2024. Clinton Health Initiative***

 ***- Data Collection on EMR***

***November 2023 Society for Family Health***

 ***Busara - SFH Field Officer***

***March 2021– December, 2022 Federal Ministry Of Health***

 ***National Primary Health Care Development Agency***

 ***On COVID-19***

 ***Lagos State Government (Ikeja Local Government)***

 ***Position:*** *EMID Recorder on Data Collector on COVID-19*

***(June 2009 – May 2020) Plan Settlement (P.S) Consultant Limited***

***Position: 2009 to 2011 – confidential Secretary***

 ***Nov2nd, 2011 –Account, Administrative and Procurement Officer***

***Role:***

* *Followed company policies & procedures while working with clients to define the scope of a project*
* *Meeting with clients to determine requirements and preparing professional presentations on relevant portfolio*
* *Encouraged clients to ensure that they are incompliance with all documentary, financial and design submission criteria and time frames*
* *Handled every other task or assignment prescribed by management from time to time*
* *Identifying potential clients, building and maintaining contacts for improved business*
* *Contributed to strategy on the marketing mix*
* *Coordinated and head daily meetings when required*

***(2007–2009) Eagle Flight Cost Associates: Position:*** *Administrative officer and Account Officer*

***Role:***

* *Maintain and update company profile.*
* *Organize a filing system for important and confidential company documents.*
* *Manage office supplies stock and place orders.*
* *Prepare regular reports on expenses and office budgets*
* *Maintain a company calendar and schedule appointments.*

***Feb2001–April2002: Trade Bank Plc,***

*Ilorin Kwara State*

*(Industrial Trainee)*

***Role:***

* *Paying and receiving payment.*
* *Resolve customer issues pertaining to products and services.*
* *Managing customer’s account and processing of customers transactions.*

### *HOBBIES*

*Meeting People, Reading and Travelling*

***EDUCATION***

***Post Graduate Doma (PGD) in Financial Management with Upper Credit***

***Kwara State Polytechnic, Nigeria***

***2012 – 2013 Session***

***Higher National Diploma in Banking and Finance with Upper Credit***

***Kwara State Polytechnic, Nigeria***

***2003–2005 Session***

***National Diploma in Banking and Finance with Lower Credit***

***Kwara State Polytechnic, ilorin***

***1999 - 2001 Session***

***ITSKILLS***

* *Well versed with MSWord, MS Excel & MS Power Point, Microsoft Project*

***PERSONALDETAILS***

***Date of Birth: 22ndOctober1984***

***Marital Status: Married***

***Gender : Male***

***Nationality: Nigerian***

***Language: English and Yoruba***

***Address: 15 Rafiu Animashaun, Baruwa, Iyana ipaja, Lagos State,***

 ***Nigeria***