SADIQ OLALEKAN OGUNLADE

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| SEX: | MALE |
| DATE OF BIRTH: | 6TH MAY, 1994. |
| STATE OF ORIGIN: | OYO STATE, NIGERIA. |
| STATE OF RESIDENCE: | KANO |
|  |  |
| TELEPHONE: | +2348131957797 & +2348087279886 |
| E-MAIL: | arabsadiq@yahoo.co.uk |

Hawan Dawaki Danbare, Opposite BUK New Site, Gwarzo Road, Kano State – Nigeria.

OBJECTIVE: To promote the corporate image of any organization I belong to, through my skills, dedication, enhanced self-awareness, loyalty, commitment and a continuous drive towards excellence. To be a dynamic team player with unbeatable drive and commitment to my client and employer.

# WORKING EXPERIENCE

Establishment: Freelancer Present

SKILLS: Computer expert, General jobs, Graphics designing, Transcription (Hausa and Yoruba language Translator. Proficiency: Expert), Writing; (Free writer, Motivational writing, Research writing, Poetry, Proofreading, ghost writing), English Tutoring(Conversational), Web Scrapping, Computer Basics, Data Processing and Internet Trainer), Data Processing, Data Entry, Micro Soft Office Suite Packages, PDF to Word Conversion, Social Media handling, Telecommunications, Email Handling, Briefing etc.

Establishment: Yadilan Investment Limited 2021 (acting)

Duties: Coordinator, management of the branch and staffs, managing and scheduling the investment of the company prior to funding of capitals to the clients, reporting to the head office with efficient of Microsoft office packages regarding how the investment of the branch is moving.

Position: Head of Branch (manager)

Establishment: Yadilan Investment Limited 2019

Duties: Disbursement of clients in the financial institution and sensitization of the clients to cooperate with the rules and regulations of the capital been given to them, Supervision of how the loan is been utilize and how well their businesses is going, editing and printing of letters in accordance of the mandate of the company to their returns with Microsoft office.

Position: Investment Officer

Establishment: Independent National Electoral Commission, Bauchi (NYSC) 2019 Duties: Statistics, PVC Distribution and General Election duty

Establishment: Tunturi Community Day Secondary School Bununu, Bauchi (NYSC) 2018

Position: Subject Teacher

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| Establishment: | Ciroma Institute of Information & Technology | 2017 | |
| Position: | Admin |  | |
| Establishment: | Cyber Spot Internet Cafe, Kano. | 2014- 2016 | |
| Position: | Admin |  | |
| Establishment: | Ciroma Institute of Information & Technology | 2013 | |
| Position: | Admin |  | |
| SKILLS: | | | |  | |
| * Veteran in Hausa and Yoruba Transcriptions * Proficiency in Microsoft Office Suite, Graphics design, and Worldwide Web (Internet). * Superb in computer literate and maintenance * A good team player and Charismatic ability * Excellent communication and organizational skills. * Ability to work with little or no supervision. * Optimistic * Good Human relations | | | |  | |
| EDUCATIONAL QUALIFICATIONS: | | | |  | |
| Bachelor of Arts (B.A) - Library and Information Science/ Sociology | | | | 2017 | |
| Bayero University, Kano State, Nigeria.  Diploma in Computer - Ciroma Institute of Information &Technology | | | |  | |
| West African Senior School Certificate - Senior Secondary School Certificate (WAEC/NECO) | | | | 2013 | |
| Addy Basic School, Kano State, Nigeria.  First School Leaving Certificate - Bayero University, Staff Primary School Kano, Nigeria | | | | 2007 | |
| PERSONAL PROFILE | | | |  | |

* Honesty and discipline for excellence
* Result Oriented
* Effective team player
* Excellent oral and written communication and interpersonal skills.

# LEISURE & LANGUAGES

* Reading, Traveling and Writing
* English, Hausa, Yoruba

## REFEREES

Available on request.