

CURRICULUM VITAE

ADENIYI EZEKIEL IYANUOLUWA

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OBJECTIVES

I am a driven and ambitious individual with a proven history of exceeding goals and achieving high client satisfaction ratings and my objective is to be effective, dedicated and to serve with honesty, and also to apply optimum professionalism, analytical mind, and excellent interpersonal skills in achieving organizational goals.

PERSONAL DATA

Sex:	Male
Date of Birth:	4th, October 1993
Place of Birth:	Lagos
Marital Status:	Single
State of Origin:	Ogun State
Nationality:	Nigeria
Language:	English and Yoruba

EDUCATIONAL QUALIFICATIONS

- **YABA COLLEGE OF TECHNOLOGY** 2017–2019
Higher National Diploma (HND) in Estate Management and Valuation
- **YABA COLLEGE OF TECHNOLOGY** 2013–2016
Ordinary National Diploma (ND) in Estate Management and Valuation

WORKING EXPERIENCE & DATE

CREST REALTORS	2020-2021
Address: 10, Akinsoji Street Igbobi Fadeyi, Lagos State.	
Position: <i>General Manager</i>	

RESPONSIBILITY AND ACHIEVEMENTS

- Property Management of residential buildings in the state where it kept providing optimum returns.
- Assisted and represented clients in various sales and lease transactions, within Lagos Metropolis and also the outskirts of Lagos.
- Responsible for Supervision and Staffing of Workers both on the construction site and also within the office space thereby ensuring facilities management.
- Inspected Properties, for various reasons which includes for sales, purchase, rental, valuation, maintenance etc.
- I have executed Property Development Projects and also assisted in the payment of compensation to different claimants on behalf of my clients.
- I also performed Accounting and Record Keeping duties.

JIDE TAIWO & CO.

2016–2017

Address: Lagos, Island. Lagos State.

Position: *Survey Assistant*

RESPONSIBILITY AND ACHIEVEMENTS

- I performed Accounting and Record Keeping duties.
- Periodically Inspected Properties in the portfolio of the firm within the Lagos metropolis
- Conducted valuation of real estate for mortgage, compensation purposes.

MAMBODE PROPERTIES LTD

2014–2015

Address: 66/68 Ikorodu Road, Fadeyi, Lagos State.

Position: *Office Coordinator*

RESPONSIBILITY AND ACHIEVEMENTS

- Project Management of construction projects from inception to completion.
- Responsible for Supervision and Staffing of Workers both on the field and also within the office space.
- Supervised and Inspected Properties within the Lagos and outskirts of Lagos with the
- I also performed Accounting and Record Keeping duties which included apt

recording of all sales and purchase transactions, collection of rent and also balanced the book of account of the firm.

ROYALBLISS SCHOOL

2012–2013

Address: Soluyi, Lagos State.

Position: *Class Teacher***RESPONSIBILITY AND ACHIEVEMENTS**

- I worked closely with class teachers to prepare lesson with book and equipment.
- Liaised with teachers to ensure I am aware of lesson expectations and learning needs.
- Kept an up to date knowledge of school reading schemes, policies and procedures.
- Supported pupils with language, social skills, reading, spelling and writing skills.
- Resolved pupils conflicts and encouraging responsibility for behavior.
- Marked and corrected class work and i also recorded pupils progress.
- Offered ideas and suggestion for teacher's weekly lesson planning.
- I ensured pupils are learning in a safe and happy environment.
- One to one and group support.
- Being a positive role model for children in terms of behavior, dress code and punctuality.

COOPERATE MERCHANT

2009–2012

Address: 46a, Abeokuta Street, Ikeja, Lagos.

Position: *Office Manager***RESPONSIBILITY AND ACHIEVEMENTS**

- Responsible for supervision and staffing of employees and this led to cohesive operation between the various departments of the firm.
- Serviced computer system within the office by loading and reloading of windows operating systems, which led to efficiency in delivery of good and service to clients.
- Arranged files and also took care of processes and correspondence emanating from the firm, which led to continued and easy flow of correspondence between the firm and clients.

- Took stock of the store assigned thereby ensuring availability of goods.
- Managed the sales process from initial contact to sales closure.
- Served as point of contact for customers, responded to enquiries and provided required sales service.

CERTIFICATES OBTAINED WITH DATES

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| ▪ Health, Safety & Environment (HSE) | 2015 |
| ▪ Vocational Skill Acquisition and Empowerment Program. | |
| 2018 | |
| ▪ Ordinary National Diploma (Estate Surveying and Valuation). | |
| 2016 | |
| ▪ Certificate of Leadership Skill & Service. | 2019 |
| ▪ Higher National Diploma (Estate Surveying and Valuation). | |
| 2019 | |
| ▪ Certified digital Marketer from the Google digital skills for African Academy. | |
| 2020 | |
| ▪ Foreign Exchange Market Analysis. | 2020 |

PROFICIENCY IN THE FOLLOWING

- Good Microsoft Application Skills-Word and Power Point
- Good Statistical Data Analysis Skills-SPSS.
- Problem solving and Multi-tasking skills.
- Time management.
- Project Management.
- Strong interpersonal and ability to work in a team.
- Positive attitude and personality.
- Quick assimilation of organization structure
- Enterprising spirit and good business management skills.

SPECIAL SKILLS

- Team Leadership

- Project Management
- Good communication skills
- Ability to work under no supervision
- Writing and Editing
- Budgeting and Planning
- Content Marketing
- Client Support
- Public Relations
- Ready to learn
- Ability to work together with teams

INTERESTS

- Educational Research Work
- Travel
- Watch Football
- Conflict Resolution
- Music and Socialize.