BANIRE
SAHEED OLAYINKA

SUMMARY OF PROFILE

I am an exceptionally productive and dexterous Professional. I have an excellent interpersonal skill, with a high degree of flexibility and resourcefulness. I have a proven track record of maintaining confidentiality, values and ethics in the face of opposition and pressure.

I am currently seeking to secure an opening with your reputable Organization where my learning, skills, knowledge and experience will be effectively utilized, aiming at job satisfaction and self-improvement in order to achieve the organizational and my individual goals and objectives.

WORK HISTORY

(2021 - till date)
Institute of Maritime and Safety, Lagos
Position: Administrative & Registrar

- Administrative role and Registrar

(2018 to 2021)
Peaceful hospital, Lagos
Position: Health assistance and supervisor

- Taking the inventory of the needs of the hospital
- Helping the patients with physical challenges
- Administering drug based on doctor prescription and directives.

(2015 to 2018)
Prince and Princess International Hotel and Suites
Position: Manager

- Taking after the general affairs of the hotel
- Supervising the staffs
- Doing the procurement jobs etc...

CONTACT DETAILS

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PERSONAL DATA

Sex:	Male
Marital Status:	Married
Nationality:	Nigerian
State of Origin:	Lagos State

EDUCATIONAL QUALIFICATIONS

2022
Ajayi Crowther University, Oyo State
Business Administration (BSc)

2008
Kwara State Polytechnic, Ilorin
Banking & Finance (HND)

2004
The Polytechnic, Ibadan,
Saki Campus, Oyo State
Banking & Finance (ND)

2002
West African Examination Certificate

1992
First School Leaving Certificate

PROFESSIONAL BACKGROUND

2024 Duolingo English Test – 95 (Score)

2024 Florence Academy (United Kingdom)
Certified courses

- Basic First Aid Awareness
- Basic Life Support
- Core Communication
- Duty Care
- First Safety
- First Aid
- Food Hygiene
- Health Safety and Welfare
- Paediatric Basic Life Support
- Safe Guarding Children – L1 & L2 (Child Protection)
- Infection prevention and control (Level 2)

(2012 to 2015)
Lagos State Examination Board
Position: Contract Staff **(Certificate Department)**

- Issuing of certificate
- Taking proper inventory of the certificate going out and in of the exam board.

(2008 to 2012)
Institute of Chartered Economist of Nigeria
Position: Admin. & Snr. procurement officer

- Supplying and purchasing the needs of the Institute) e.g, toiletries, diesel, writing materials, laptops, anything needed generally.

Peaceful Hospital
Position: Healthcare Assistant

- Help patients to move around
- Wash and dress patients
- Serve meals and help to push patients
- Monitor patients conditions by checking their pulse, respiration and weight.
- Make bed for patients.

2005 - 2007
Isolo Local Government, Isolo
Position: Issuing of Tenement Rate Receipt
(Industrial Attachment)

- Issuing of Receipts and Invoice at the tenement rate office.

PROFESSIONAL COMPETENCES

- Integrity, transparency and professionalism
- Self-motivated and target oriented
- Excellent leadership, interpersonal and managerial skills
- Excellent communication (oral and written) and listening skills
- Multi-tasking, team work and flexibility.
- Ability to work efficiently & effectively with little or no supervision
- High and advanced computer literacy and adherence to policies & procedures
- Highly proactive in nature, problem solving and working with deadline.
- Proficient in office and relationship management skills
- Public speaking, negotiation and emotional intelligence

2019 Institute of Maritime and Safety, Lagos State
National Innovative Diploma
(Shipping Management) (NID)

2016 Association of Economists and Statistician of Nigeria
Associate Member

2013 Lagos State Agency for Mass Education
Vocational Training:
(Catering and Hotel Management)

2009 Institute of Chartered Economist of Nigeria
(ICEN)
Associate Member

LANGUAGE PROFICIENCY

- Professionally Proficient in English Language
- Natively Proficient in Yoruba Language

REFEREES

MR. OSANYINLUSI AYODEJI
Ayodis Nigerian Limited,
Ogba, Lagos State
Tel: 08060996508

ENG. BANIRE WAHEED
32, Jesus Avenue
Rtd. Council Engineer,
Isolo Local Government.
Tel: 08035212995