

## PERSONAL DETAILS

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E-mail:  
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Address: 9, Joseph Aladesuyi Street, Igando, Lagos State.

Religion: Christianity

Marital status: Single

Citizenship: Nigerian

State of Origin: Ondo

Health Status: Very Good

## SKILLS

Proficient In MS Word, Corel Draw And SPSS

Problem Solver And Good At Decision Making

Proficient In Project Writing And Data Analysis

Proficient In Computer And Internet Skill

Ability To Communicate Effectively And Efficiently

## LANGUAGES

- ❖ English
- ❖ Yoruba
- ❖ Nigerian pidgin

## REFERRES

Available Upon Request

# OMOYENI, MICHAEL GBENGA

I aspire for a challenging position in a professional organization where I can enhance my professional skills, commitment, knowledge and strong work ethic to add to the growth of the organization. Myself a self-motivated achiever with an ability to plan and execute.

## WORK EXPERIENCE

### KPMG, Bishop Aboyade Cole Street, Victoria Island, Lagos

Quality Assurance Officer Jul 2021 – Till Date

- Preparing reports to communicate outcomes of quality activities.
- Analyzing data to identify areas for improvement in the quality system.
- Providing possible solutions to Physical Verifier (PV) complaints about an asset on the site.

### OUTCESS 75, OPEBI ROAD IKEJA, LAGOS STATE

{MULTICHOICE}

Customer Service Representative Nov 2019 – Mar 2021

- Making outbound calls to customers.
- Educating customers on product usage and different method of payment.
- Providing possible solutions to customer's complaints about the product.

### NATIONAL YOUTH SERVICE CORPS, ANAMBRA STATE

#### AWKA/AWKA SECRETARIAT, AWKA SOUTH

Office Assistant Aug 2018 – Jun 2019

- Receiving, drafting and dispatching of mails.
- Assisting in various daily operations and perform other tasks as directed.
- Operating a range of office machines such as Xerox machine and computers.

### INEC ADHOC STAFF, IDEMILI NORTH, ANAMBRA STATE

Presiding Officer 2019 General Election

- Submitting of election results to the returning officer.
- Giving report after the closure of the voting exercise.
- Stamping and signing of ballot papers before issuing it to the voters.

### NIVEA, IYANA-IBA, LAGOS STATE

Sales Assistant Representative December 2017 – March 2018

- Hying of brand.
- Advising customers about the product.
- Informing customers about product offer in a polite way.

### FUNMEX COMPUTER CENTER, IGANDO EGAN, LAGOS STATE

Computer Operator April 2011 – November 2013

- Monitoring system operations and system performance.
- Operating various machines such as computer, printer and xerox machine.
- Operating on various computer packages such as MS word and PowerPoint.

## ACHIEVEMENT AND CERTIFICATIONS

SOFT SKILLS TRAINING 2020

JOBBERMAN

NATIONAL YOUTH SERVICE CORPS (NYSC) 2019

Discharge Certificate

BAPTIST CORPERS' FELLOWSHIP ANAMBRA STATE CHAPTER 2019

Lounge Coordinator

## HONOURS AND RECOGNITIONS

- Member Of Economic And Financial Crimes Commission (EFCC). 2019
- Member Of Celestial Church Of Christ Student Parish Eksu Chapter. 2017