

ONAKOYA SERAH EBUNOLUWA

To work with existing staff and facilities, contributing the best of my ability with zeal so as to improve organization objectives and achieve managerial goal and targets. To strive for excellence and precision at all times, in all positions and circumstances, attaining professional distinction and proficiency.

WORK HISTORY

2011 – 2013

Secretary

Tunji Sholarin Survey and Geoinformatics

Sagamu, Ogun State

Responsibilities:

- Attending professional meetings with the CEO in different locations
- Using of AutoCAD for designs
- Designing of land plans using coordinates
- Submission of land documents for approval at the Ministry of Land and Housing for Certificate of Occupancy
- Typing of agreement for lands and request for survey numbers
- Typing of surcon numbers for new lands that are purchased by new buyers and confirmation of surcon numbers given or seen on lands

2013 – 2014

Computer Operator & Secretary

S.I. & Sons Business Centre

Ibadan, Oyo State

Responsibilities:

- Overseeing of the workers when the CEO is not around
- Typing of documents
- Designing using Corel Draw
- Creating of presentations using Microsoft Powerpoint
- Creating of staff payroll using Microsoft Excel
- Using of internet for students assignments, payment of fees
- Installation of softwares on the computer system

BIO-DATA

Date of Birth: 12th June, 1996
Sex: Female
Marital Status: Single
L.G.A: Odogbolu
State: Ogun State
Religion: Christianity
Nationality: Nigeria

Address:

No. 10 Ede Street, Gbolasire Estate,
Molade Area, Monatan Off Iwo Road,
Ibadan, Oyo State

Phone No:

08105043482

Email:

onakoyaserahebunoluwa96@gmail.com

SKILLS:

- Project Management
- Excellent organizational skills
- High Proficient in Computer applications (Corel Draw, Ms Word, Powerpoint, Excel and Google App)
- Good Problem Solving Skills

CERTIFICATE:

- ESVARBON Ibadan Conference 2015
The Polytechnic Ibadan, Oyo State
- ESVARBON Ibadan Conference 2015
The Polytechnic Ibadan, Oyo State
- NIESV 48th National Conference March 2018
Topic: Real Estate and Infrastructure as drivers of National Economic Development
- National Youth Service Corps, Bayelsa State

Oct. 2015 - Jan. 2016

SIWES Student

*Tope and Tunde Estate Surveyor and Valuer
Ibadan, Oyo State*

Responsibilities

- Arrangement of Office files
- Marketing and sourcing of properties
- Participate in valuation exercise mostly for residential properties
- Inspection of properties with prospective tenants
- Preparation of property management proposal
- Preparation of tenancy agreement
- Taking of inventory
- Routine management in terms of periodic inspection of properties
- Remittance to the clients, keeping of records etc

March 2021 - April, 2022

Subject teacher

*Victory Family Academy,
Yenagoa, Bayelsa State.*

Responsibilities:

- Developed and distributed study guides to reinforce lecture details and help students with test preparation.
- Boosted individual perseverance and resilience by setting challenging goals and providing realistic support.
- Sat in on classes of fellow teaching professionals to learn innovative methods for dispensing information to students.

EDUCATION

2017 – 2019

Higher National Diploma (HND): Estate Management

The Polytechnic, Ibadan, Oyo State

2014 – 2016

National Diploma (ND): Estate Management

The Polytechnic, Ibadan, Oyo State

2005 – 2011

Senior Secondary School Certificate (SSCE)

Makun High School, Sagamu, Ogun State

1999 – 2005

First School Leaving Certificate

Pricydee Nursery & Primary School, Sagamu, Ogun State

TRAINING:

March 2021

Jobberman Soft Skills Training

July, 2022

La Place Meta Verse /Queen Haddash
Legendary International
Volunteering Seminar/ Training

HOBBIES:

Traveling, Meeting people and Listen to inspiring message and music

REFEREES:

Esv. Odunayo Alogba Lewis

Head of Management
Tope Ojo and Tunde Olonisakin
Estate Surveyor and Valuer,
Sango, Ibadan, Oyo State.
08064409669

ESV. A. A. Omoni

Lecturer
Department of Estate Management
The Polytechnic, Ibadan,
Oyo State.
08051134249