TANIMOLA TITILAYO

NO23 BASORUN HOUSING AKOBO,IBADAN,OYO STATE.

tantitilayo70@gmail.com|+234 7064252453

PROFESSIONAL SUMMARY

A goal oriented graduate with background in business administration and hands on job experience in business administration. A dedicated and detail-oriented who thrives in a fast-paced environment seeking to work in a professionally challenging work environment in order to exercise skills and learn new ones in advancing career and for the growth of my team and the progress of the organization at large.

EDUCATION

- **FEDERAL POLYTECHNIC OFFA KWARA**   **2014-2017**
  Business administration(OND)
  Second Class (Hons.)

- **FEDERAL POLYTECHNIC OFFA KWARA**   **2019-2022**
  Business administration
  Second class (Hons)

- **OLUYORI MUSLIMSECONDARY SCHOOL.KWARA 2006-2013**

PROFESSIONAL EXPERIENCE

ORPHANAGE HOME   **JUNE 2022-JUNE 2023**

Position Held-SECRETARY

- Arranging of meeting
- Keepings of records
- Overseeing of children's wellbeing

- **FAMOUS RICE LTD,**   **AUGUST 2020 –JUNE 2021.**

- Overseeing the work done and general supervising of the dailyactivities.
- Organizing and arrangement of files
- Keeping records of company profile
- Typing and sending of letters

- **AZIMA FROZEN FOOD.**   **MAY 2019-JULY 2020**

  - **Position.CASHIER**
    - Overseeing of customer activites.
    - Recording of daily transactions
    - Remittance of money to banks

➤ **MOJIRADE WATER COMPANY**   **JAN 2012 –MAY2013**

 ✓ **Position.MANAGER**
  ▪ Overseeing of daily activities
  ▪ Records keeping
  ▪ Customers relation
  ▪ Supervising of workers

➤ **Amazing Grace nur/pry school,Kogi State** **JUN20-SEPT2011**

Position held-Class Teacher
Taught, English language.
Organized extra moral classes for student performance
Ensured a healthy learning environment by fostering a good-student

TECHNICAL SKILLS

- Microsoft office package

PERSONAL STRENGTH

- Team Leadership; Flexibility/Adaptive; Public Speaking; Organizational Leadership; Analytic skill; Creativity and Problem Solving; Peer Mentoring; Self-Initiative/Decision making.

REFEREE

Referee will be made available on request.