

# OYEWOLE JULIANA TOYIN

| HOUSE ADDRESS   | DATE OF BIRTH | SEX    | MOBILE PHONE | E-MAIL ADDRESS   |
|---|---------------|--------|--------------|--|
| 4 Unity Road, off Solomon Adeleke,<br>Close, New Bodija Estate,<br>Ibadan, Oyo State. | 03/08/1988    | Female | 07031141069  | <a href="mailto:julianatoyin001@gmail.com">julianatoyin001@gmail.com</a> |

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*Nationality: Nigeria. L.G.A: Iwo Marital Status: Single.*  
*State of Origin: Osun state.*

**OBJECTIVE:** To contribute my best diligently for the progress and efficiency of my organization.

## Education:

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|---|------------|
| Federal Polytechnic Ilaro                                 |            |
| HND in Quantity Surveying.                                | 2013-2015. |
| Osun State College of Technology Esa-oke, Osun State      |            |
| Ordinary National Diploma                                 | 2008-2010  |
| Royal climax college, Benin City, Edo State               |            |
| West African Examination Council (WAEC)                   | 2003-2006. |
| Institute of continuing Education, Asaba, Delta State     |            |
| Junior Secondary Certificate                              | 2000-2003. |
| El-shaddai Nursery and Primary School Asaba, Delta State. |            |
| Primary School Certificate.                               | 1992-2000. |

## Post Education:

### National Youth Service Corps (NYSC);

Ministry of Works and Transport  
Agodi-Gate, Ibadan, Oyo State. June 2016- May 2017  
Planning, Research and statistics Department:

#### Position/Responsibilities

##### Assistant Quantities Surveyor

- Taking off for Propose Building Project
- Preparing Valuation of project
- Tender Analysis.
- Procurement.

## Experience:

### HEF Consulting Ltd.

Plot 17/18 Chief Adebayo Oladejo Str, Basorun Housing Estate, Ibadan, Oyo State.

#### Position/Responsibilities

##### Secretary

- Typing of memos and other Document
- Clerical Works
- Receiving and dispatching of Office file to other offices

### Tovic Hotel and Suite.

Agbaraolorun Street, Iyana School

#### Position/Responsibilities;

##### Receptionist

- Attend to customers
- Prepares customers rooms
- Resolving customer's complaints by investigating problems.

**Nigerian Maritime Administration and Safety Agency (NIMASA).**

- No 4 Burma Road, Apapa, Lagos (2011-2012)

**Position/Responsibilities;**

Assistant Project QS. Industrial training (IT)

- Taking off for Propose Project.
- Valuation of Work-Done on Site.
- Preparation of Schedule of Dilapidation.
- Squaring, Abstracting and sorting of Bills of Quantities
- Attending Project Meeting with my Senior colleague
- Site Visitation of On-Going project.

**\* Saro Life Care. MCC way Onitsha Anambra State(2010)**

**Position/Responsibilities;**

Marketing Executive

- Supply of company's products to customers and marketing of products.
- Lodgment of customer's payment into company's account
- Keep management informed by submitting activity and results report, such as daily call reports, weekly work plans, and monthly and annual territory analysis
- Customer development, customer management
- Sale territory management and development.
- Value creating activities and company policy oriented actions such as sales promotion inventory handling, sale target achievements.
- Resolving customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

**Ministry of Works and Housing Asaba, Delta State (September2009- December 2009)**

Submit Road, Asaba, Delta State

**Position/Responsibilities;**

Trainee Quantity Surveyor (SIWES)

- Introduction to Quantity Surveyors duties and office Ethics
- Assist the Quantity Surveyor in the Abstracting and Sorting of Bills of Quantities
- Introduction to I.T Application

**Project title:**

An Evaluation of Causes and Effect of Abandoned Project in Nigeria.

**Computer Skills:** Microsoft word, Excel, Power point, CorelDraw

**Special Skills:**

- Ability to work in a dynamic environment with little or no supervision.
- Action planning, analytical mind, and problem solving capability.
- Managerial and administrative capability.
- Ability to drive and ride.

**Personal Attribute:** Efficient and Effective.  
Self discipline.  
Honest.  
Ability to carry people along.  
Resourceful.

**Spoken Language:** English, Yoruba and Igbo.

**Hobbies:** Reading, Traveling.

**Reference:**

**Mr. Olawale Ogunyinka**  
Federal Polytechnic Ilaro, Ogun State  
Computer Engineering Department  
08034053862

**Mr. Sola Akindele (QS)**  
Ministry of Works and Transports,  
Planning and Research Department,  
07066193574, 07089574212

**Mr. A. M Kazir**  
Nigerian Maritime Administration and Safety Agency  
Maintenance and General Services Department  
08033047345