



# ODEDOYIN TEMITOPE DORCAS

PGD in Human Resources Management

**Experience:** 3 years | **Available:** 1 Month | **Location:** Ibadan & Oyo State

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## WORK EXPERIENCE



### Mr. Adewale Adetunji

Entry level | Class teacher/ secretary  
Ibadan , Nigeria  
2017-03-01 | 2018-12-01

1. Teaching of students
2. Receiving visitors
3. Collection of school fees
4. Running of official errands
5. Monitoring of debtors

I was employed at the initial stage as a secondary school teacher to teach Business studies, commerce and home economics but along the line the secretary/bursar was dismissed so I was asked by the proprietor to fill the vacant position and thereby dropping two subjects and I functioned as a class teacher and also at the same time secretary/bursar effectively and efficiently throughout my stay in the school

## EDUCATION



### Osun State Polytechnic, Iree

High School (S.S.C.E) | HND (Business Administration and Management)

Odedoyin Temitope Dorcas holds HND in Business Administration and Management from Osun State Polytechnic, Iree and PGD in Human Resources Management from reputable institution. She is currently observing her mandatory one year National youth service at Bauchi and she will be through by July 7th, 2022.

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## JOB SKILLS



\* Computer  
Literacy

PGD (Human Resources  
Management

Team  
work/spirit

Leadership ability

## LANGUAGE SKILLS



English

## ASSOCIATIONS



ACIHRM: Member

## CERTIFICATES & AWARDS



PGD (Human Resources Management): Certificate | 2022