

# GBADEGESIN TOBILOBA ISAAC

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## Objective

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To enhance professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities, challenges and to work in a reputable organization where human resources are valued for optimal achievement and to use my gift, talent, knowledge and skills to swap the organization to her next level.

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## Skills

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- Effective leadership and communication skills
- Positive attitude
- Possess good computer skill
- Teamwork
- Self confidence
- Strategic planning and Time management
- Tactical execution
- Thinking skills (Problem solving and Decision making)
- Self-management
- Willingness to learn
- Multi-tasking

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## Academic Qualification

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<b><u>Postgraduate Diploma in Human Resource Management</u></b>	<b>2020</b>
Chartered Institute of Human Resources Management	

<b><u>Adekunle Ajasin University, Akungba Akoko. Ondo Sate.</u></b>	
B.Sc. in Pure and Applied Psychology	<b>2014 – 2018</b>

<b><u>Social Secondary School, Idoani, Ondo State</u></b>	
National Examination Council (NECO)	<b>2012</b>

<b><u>Confidence Nursery and Primary School Akure</u></b>	
Primary School Leaving Certificate	<b>1997 – 2005</b>

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## Professional Qualification

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<b><u>Certified Human Resource Manager (Chartered)</u></b>	<b>2020</b>
Chartered Institute of Human Resources Management	

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## Professional Experience

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### ❖ University College Hospital/National Youth Service Corps (NYSC)

2019

#### **Administrative Assistant**

##### Duties

- Assist in issuing query in line with the Public Service Rules
- Assist in issuing Stern Warning
- Assist in preparation of Admonition and Pardon letters
- Assist in proper preparation and documentation of Members of Staff IPPIS details
- Assist in conveying of Approval letters
- Assist in proper verification of results of Members of Staff
- I assisted in organizing a successful recruitment exercise and kept records of the process.
- Assist in preparing letters for the constituted Panels of Enquiry
- Assist in the preparation of the Personnel Service Review minutes
- Typing of Correspondence
- File Studying
- Assist in conducting promotion and conversion examinations for qualified Members of Staff.

### ❖ Liberty2010 Nig. Ltd. Real Estate Consultant,

2018 – 2019

#### **Administrative Officer**

##### Duties

- Answering clients inquiries via phone, email and in-person relations.
- Updating client and personnel records..
- Create and maintaining reports about client interactions.
- Participating in team-building activities.
- Developing a good rapport with clients and protecting the company's integrity.
- Making recommendations to Management to improve clients experience and introduction of reinforcement behavioural plan.

### ❖ University College Hospital, Ibadan. Oyo State

2017

#### **Intern (Administrative Assistant)**

##### Duties

- I provided administrative support to administrators in the department (Human Resource).
- I assisted in preparing the organization Nominal Role using modern Human Resource software.
- I was involved in disciplinary actions of staff that violated the Public Service Rule (PSR).
- Typing of Correspondence
- File studying
- Updating Staff Vacancy Position
- Preparation of Introduction and Domiciliation Letter to Bank for Members of Staff
- Write and prepare minute of meeting
- I was involved in collation and preparation of the monthly stoppage of salary
- Filing of Correspondence
- Assisted during the documentation of the newly employed Members of Staff and Corps Members

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### Training

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Certificate of Commendation (National Emergency Management Agency)

2020

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### Project

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- Sensitization on the preventive measures against Covid-19
- Gbadegesin T. I. (2018). Self-esteem, Self-control and Emotional Intelligence as Predictors of Antisocial Behaviours among Undergraduate of Ibadan. Final B.Sc Project, Adekunle Ajasin University, Akungba-Akoko, Ondo State

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### Award

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- The Most Amiable and Dedicated Leader (Psychology Department Adekunle Ajasin University), 2018.
- Students' Union Certificate of Representation (Adekunle Ajasin University Student' Representative Council), 2018.
- Certificate of Representation (Adekunle Ajasin University Student' Representative Council), 2017.
- Certificate of Representation (Adekunle Ajasin University Student' Representative Council), 2016.

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### Computer Skills

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Microsoft Word, Microsoft Excel and Microsoft PowerPoint

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### Language Proficiency

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Yoruba and English

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### Hobbies

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Music, Counseling, Meeting People and Travelling

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### Personal Information

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Date of Birth: 2<sup>nd</sup> January, 1996

Sex: Male

State of Origin: Ondo State

LGA: Owo

Marital Status: Single

Nationality: Nigerian

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### Reference

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Available on request