

OMOTOSHO, TOLULOPE MARIAM

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Career Summary

I am a goal-oriented, motivated, responsible, enthusiastic and well-organized graduate of English and International Studies. A proficient language expert and communication pundit. I seek a job appointment in an innovative institution where I can wholly exploit all professional and technical skills developed through previous work experiences while being able to acquire more resourceful insights. I have proven leadership qualities in managing resources and executing assigned tasks alone or within a team in previous roles.

Interest

Reading | Insightful Engagement | Literary Appreciation | Researching

Skills

- Outstanding organisational and time management skills
- Excellent verbal and written communication skills
- Impressive self-management, interpersonal, and leadership skills
- Good use of Microsoft Office Suite
- Strict adherence to an organisation's ethics
- Ability to prioritize and multitask with regard to deadlines

Work Experience

October 2020 – February 2021

Front Desk Secretary, Nigeria Immigration Service, Ibadan, Oyo State Command

- Maintained and updated client's database and other vital documents
- Prepared and compiled applicant's files before they are being moved to the passport office for due processing
- Provide other departments with documents or information needed from the comptroller's office
- Distribute memos to various concerned departments or individuals
- Carried out designated assignments as assigned by the comptroller

Education

2015 – 2020 Osun State University, Osogbo, Osun State

B.A English and International Studies

Second Class (Upper Division) Honours

Professional Certifications

National Youth Service Corps

Discharge Certificate (Feb 2021)

Osun State University, Osogbo, Osun State

B.A English and International Studies (Second Class Upper) (Feb 2020)