

# IFEOLUWA OGUNDIPE

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**Phone:** 08116308524, 070 65936460

**Gender:** Male  
**Date of Birth:** 13<sup>th</sup> May, 1997  
**Marital status:** Single

## PROFILE SUMMARY

My career objective is to contribute to the advancement of a dynamic organization that recognizes and encourage professionalism and hard work, where my skills, abilities and education can be applied to more value. I am looking up to working with the existing staff by contributing the best of my ability and quota so as to improve the organizational objectives and help achieve themanagerial goals.

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## WORK EXPERIENCE

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**IYIOLA BIG SAM ENTERPRISES**, Ibadan, Oyo-State  
*Personal Assistant/Account Manager* (July 2020 – January 2021)

- ✓ Resolve office-related issues according to predetermined procedures.
- ✓ Perform general clerical tasks and administrative responsibilities as needed.
- ✓ Maintain inventory log and purchase supplies as needed
- ✓ Maintain a closing ratio of 65%

**ClassicFootclan**, Ibadan, Oyo- State  
*Co-Founder & COO* (May 2018 - up to date)

- ✓ Create weekly schedule based on predicted staffing needs, budget and employee request.
- ✓ Assisted General Manager with weekly schedule, adjusting for employee request, expected customer traffic and budget.
- ✓ Develop monthly and quarterly budget with updated ordering, staffing and market cost.
- ✓ Organize all operations, focusing on quality and consistency.
- ✓ Addressed customer service concerns, resolving issue and ensuring exceptional experiences.
- ✓ Conducted weekly meeting to communicate issues and weekly goals, answering and resolving employee questions or concerns.

**Jinny-Waters and Co.** Ibadan, Oyo State  
*Assistant Manager* (October 2015 – December 2015)

- ✓ Provision of necessary supports in clerical and administrative assistance
- ✓ Building business relationship that will meet clients and company needs.

**Wagzy Fashion Designer.** Ibadan, Oyo State  
*Apprentice* (March 2020 – July 2020)

- ❖ **President, Da-Inspirational Drama Group (2017)**
- ❖ **Director of Youth, TREM, Challenge Ibadan. (2021)**
- ❖ **Financial Secretary of Youth, TREM, Challenge Ibadan. (2021)**

## **EDUCATIONAL BACKGROUND**

**2002-2011**      **Aunty Joy Nursery and Primary School & Brightest Star Montessori School, Oyo State**

**2011-2015**      **Government College Ibadan, Oyo State**

**2015-2019**      **Obafemi Awolowo University, Ile-Ife, Osun State**

## **AWARDS**

✓ Overall Best Student in literature(Won Twice)

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## **PROFESSIONAL SKILLS**

\*Skills and competence \*Time management \*Team participation \*Strategic planning \*Business Management

\*Social Media Marketing \*Customer Service \*Excellent communication skills

## **INTEREST**

- ✓ Playwriting
- ✓ Acting
- ✓ Styling
- ✓ Fashion Designing

## **HOBBIES**

- ✓ Watching Movies
- ✓ Listening to Music
- ✓ Engaging in Intellectual Discuss

## **REFEREES**

**Rev. Theophilus Aitan**  
**Vice-Principal**  
(Ecwa Model College, Ibadan)  
Tel: 08051311590

**Dr. Oyebode**  
**Lecturer, Department of English**  
(Obafemi Awolowo University)  
Tel: