

AJAO TEMITOPE AYOMIDE

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Professional Summary

Seasoned Administrator, focused on improving business compliance, workflow and processes through detailed service and optimization recommendations. Successful track record of fully evaluating information, structures and procedures and initiating corrective actions.

Skills

- Multitasking Skills
- Communication Skills
- Analytical and Critical Thinking
- Clerical Support
- Project Management
- Decision Making
- Data Management
- Coordinating skills
- Microsoft Office
- Flexible and Adaptable
- Teambuilding
- Problem-Solving
- Teamwork and Collaboration
- Written and Oral communication

Work History

Classroom Teacher(NYSC) July 2021 to June 2022

Muslim Grammar School (Jnr)– Ibadan , Oyo State.

- Exposed students to computer science related topics to build perspective and critical thinking skills.
- Planned lessons to reflect group and individual student needs utilizing creative instruction to teach individual computer component..
- Evaluated student assignments and projects with corrective comments to guide reasoning skills.
- Implemented problem- and project-based learning initiative to cover computer and related topics.
- Developed easy and open rapport with students to encourage engagement and academic progress.

Store Keeper, October to December 2019

PZ Wilmar – Ikorodu, Lagos State

- Assisted customers by answering questions and suggesting merchandise.
- Trained and supervised new associates in grocery, produce and administrative departments.
- Received, merchandised and arranged all shop items for visual display.
- Communicated with vendors to discuss order discrepancies, and returned damaged merchandise or incorrect orders.
- Sorted and placed materials on racks and shelves according to predetermined sequences.

Computer Operator, July 2015 to January 2016

HMK Ventures– Oshogbo, Osun State

- Followed work orders precisely to identify equipment needed, materials required and sequences to correctly completing assignments.
- Maintained strong client relationships to deliver exceptional customer service and problem resolution.
- Assisted computer users with technical issues remotely and at workstations.
- Handled computer system troubleshooting and provided technical support to entire team for computer operations.
- Supported efficient use of available computer terminals and network access by coordinating schedule.

Education

Higher National Diploma : Computer Science, 2020

Federal Polytechnic Offa - Offa, Kwara State

National Diploma : Computer Science, 2016

Federal Polytechnic Offa – Offa, Kwara State

Senior Secondary School Leaving Certificate; 2010
Laro Grammar School – Oshogbo, Osun State

Professional Certification

- Trained and Certified in Human Resource Management (HRM) In- view- Integrated Project Risk and Management
- Certification in Project Management Proficiency (PMP) In- view - Integrated Project Risk and Management

Professional Affiliation

- Associate Member, Integrated Project Risk and Management
- Graduate Member, National Association of Computer Science Students

Volunteers roles and Workshop

- Volunteered as team member to campaign against danger of mosquitoes and the need for people to be using Mosquito net

Accomplishments

- Implemented and encouraging debate- style classroom environment to increase student engagement and promote critical thinking as Lecturer.
- Encouraged creative thinking and motivated students by addressing individual strengths and weakness based on standardized testing results.
- Commended by Senior Organizer at Osun State Ministry of Health for well-done Job on campaign against Mosquitoes and the important of using Insecticide Net
- Commended by HMK Ventures for boosting customer services and service ratings by enabling staff to implement speedy resolutions for computer diverse issues through robust internal computer knowledgebase.

Additional Information

- Tech Enthusiast
- Organizer and Computer Scientist