

# OLUPONA TITILAYO MARGRET

No 10 Awobusoye Street Okoro,

Mokola Ibadan Oyo State.

Phone: +234(0)8066077667.

Email: titilayomargret@gmail.com

## WORK EXPERIENCE

**DEC 2019 - TILL DATE**

REAL WELL PHARMACY, MOKOLA

**Post:** Cashier

**Responsibilities:**

Managing transactions with customers.

Scanning goods and ensuring pricing is accurate.

Collecting payments in cash.

**JAN 2018 - NOV 2019**

A. O. OLAWOLE & CO

Legal Practitioners & Property Consultants.

Rebecca Adeola Chambers.

**Post:** Secretary

**Responsibilities:**

- Manage customers file and other record office.
- Receive calls from clients and business partners.
- Offering a friendly and Professional reception to People.
- Maintaining diaries and arranging appointment.

**2016 - 2017**

NATIONAL YOUTH SERVICE CORP. (NYSC)

Government Day Senior Secondary School, Maruwa, Katsina State

**Post:** classroom Teacher

**2012 - 2013**

SKYE BANK PLC, (NOW POLARIS BANK) ILESA OSUN STATE.

**Post:** Industrial Attachment

**Responsibilities:**

- Providing Account Services to Customers by Receiving deposit and cash checks.
- Issuing Savings.
- Recording Deposits.

**2007 - 2008**

CLASSIC COMPUTER CENTER

Diploma in Computer Application.

## **EDUCATIONAL BACKGROUND**

- 2014 - 2016**      FEDERAL POLYTECHNIC, ADO EKITI, EKITI STATE  
Higher National Diploma (Urban and Regional Planning) Upper  
Credit
- 2009 - 2012**      RUFUS GIWA POLYTECHNIC, OWO, ONDO STATE  
National Diploma (Urban and Regional Planning)
- 2000 - 2006**      CHRIST APOSTOLIC CHURCH GRAMMAR SCHOOL, IJU, AKURE  
NORTH LOCAL GOV. ONDO STATE.  
Senior Secondary School Certificate
- 1991 - 2000**      METHODIST NUR AND PRIMARY SCHOOL,  
IJU, AKURE NORTH LOCAL GOV. ONDO STATE.  
Primary School Certificate

## **PERSONAL INFORMATION**

DATE OF BIRTH:      September 7th, 1991  
SEX:      Female  
STATE OF ORIGIN:      Ondo State  
RELIGION:      Christianity  
MARITAL STATUS:      Single  
LANGUAGE SPOKEN:      English, Yoruba

## **RELEVANT SKILLS**

Microsoft Word  
AUTOCAD Application  
Accounting Application

## **PERSONAL SKILLS**

- ❖ Good team player
- ❖ Attention to details
- ❖ Quick learning ability
- ❖ Strong interpersonal and relationship with management skills
- ❖ High innovative with Problem solving skills
- ❖ Proficient computer skills
- ❖ Able to work under pressure also
- ❖ Able to take quick decision and solve problems.

## **HOBBIES AND INTEREST**

Traveling, Studying, Internet Browsing, Attending Seminars, Singing and Meeting People.

## REFEREES

**Mr Benjamin Ogunekurokere**

Sales Representative,  
Phamadeco PLC  
Ibadan, Oyo State.  
08092477988, 07032274412.

**TPL. B. Akintunde.**

Department of Urban and Regional Planning  
Faculty of Environmental Studies  
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**TPL. C. Olowookere**

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08033017030.