

OGUNDIPE, ADEDOYIN ADEOLA

Date of Birth: 26TH MARCH, 1997
Sex: FEMALE
Nationality: NIGERIA
Place of Birth: IBADAN
State of Origin: OYO
Marital Status: SINGLE

Address: 17, New Felele Extension, Soka Expressway, Ibadan, Oyo State, Nigeria.

Tel: 09060669988

E-mail: ogundipeadedoyin46@gmail.com

OBJECTIVE:

To work in any dynamic organization, public or private with the single aim of rendering qualitative and excellent services through self/team motivation for career development, within the confines of the organization's policies for corporate growth and for self-actualization.

SKILLS:

- Communication Skills: Business writing and oral communication skills
- Research Skills: Able to perform key researches independently.
- Leadership Skills: Able to work independently; interpersonal skills and a great team player
- Information Technology: Proficient use of Microsoft office (Word, Excel, PowerPoint, Photoshop, cyber link, Google doc, Google sheet and Google form)
- Administrative Skill: Organizational and Time Management skills

INSTITUTIONS ATTENDED/ACADEMIC QUALIFICATIONS WITH DATES:

The Polytechnic Ibadan, Ibadan, Oyo State, Nigeria. 2017 – 2019

Higher National Diploma (HND) in Quantity Surveying

The Polytechnic Ibadan, Ibadan, Oyo State, Nigeria. 2013 – 2015

National Diploma (ND) in Quantity Surveying

Royal Access College, Ogbere, Ibadan, Oyo State. 2007 –

2012

West African Senior School Certificate (WASSCE)

Adediran Nursery and Primary School, Eleta, Ibadan
2007

2002 –

Primary School Leaving Certificate

ADDITIONAL QUALIFICATION:

2022 National Youth Service Corps (NYSC)

WORKING EXPERIENCE

EMPLOYER: **Access Bank Plc.**

DESIGNATION: Bank Teller

RESPONSIBILITY: Relieve Officer

EMPLOYER: **Osun State College of Technology, Esa Oke, Osun State**

DESIGNATION: Youth Corps Member

RESPONSIBILITY: Lecturing

DURATION: April 2021 – April 2022

EMPLOYER: **Royal Access College, Ibadan**

DESIGNATION: Teacher

RESPONSIBILITY: Teaching

DURATION: September 2015 – February, 2017

EMPLOYER: **Ministry of Works, Oyo State Secretariat, Ibadan, Oyo State**

DESIGNATION: Surveying Supervisor (Industrial Trainee)

RESPONSIBILITY: Lecturing and Studying Bill of Quantity; Site Measurement; Preparing Labour Works; Interim Bill Checking and Preparation of Payment Application; Assist the Site Engineer; Identifying Variation Works; Estimation and Rate Analysis for Variation Works

DURATION: June 2014 - June 2015

EXTRA CURRICULA ACTIVITIES

Community Development Service Welfare Coordinator

REFERENCES

1. Prince Adediran O. A.
Proprietor
08054588168.
2. Mr. Famakinwa Olasupo
Civil Engineer
080279107911