

No.5, off Kunle Abass Street, Aare Avenue, Old Bodija, Ibadan, Oyo State

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ESAN, TEMILOLA AANUOLUWAPO

OBJECTIVES

To promote the brand and ideals of my employers where intellectual and all-round development is encouraged, through dedication, enhanced self-awareness, loyalty, commitment and a continuous drive towards excellence. To be a dynamic team player with excellent interpersonal relations, well-honed management skills and astute commitment to my employer and clientele.

BIO DATA

Date of Birth	24th August, 1990
Gender	Female
State of Origin	Osun
Nationality	Nigerian
Languages spoken	English and Yoruba

EDUCATION

2021	Chartered Institute of Personnel Management (<i>ACIPM in view</i>)
2016-2017	Project and events Management at BusyBee Academy Management Certificate
2012-2013	National Youth Service Corps (Oyo State) NYSC Discharge Certificate
2008-2012	Osun State University, Osogbo B.Sc. (Ed.) Biology/Education: Second Class (Upper) Honours
2001-2007	Saint Louis Grammar School, Mokola, Ibadan Senior School Certificate
1995-2001	Mary Hill Convent School, Idi-Ape, Ibadan.

WORK EXPERIENCE

Jan.2020-April 2021	Administrative Manager at The Swanstowe Schools Major roles: Customer/Parents relations, Human Resource, Account, Examiner, School equipment/stationery procurement/inventory, Supervisory of Staff/Student/School environment, School event management.
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Jan.2018–Jan.2020	Operations/Facility Manager at Primefort Hospital Nigeria Major roles: Customer/Patient/Client relations, Hospital equipment and drugs procurement/inventory, Human resources, Personal Assistant to the Managing Director, Chief supervisory for staff and facility, Audit and account, Business management.
Oct.- Dec. 2017	Administrative Officer/Event Assistant and Coordinator at BusyBee Groups (<i>Events Company and Academy</i>)- <i>Internship</i>
Nov.2014-Nov.2015	Student work experience at Sugarsmith Cakes and Arts (Student Baker/Team Administrative Assistant)
Nov.2012-Nov.2013	Saint Gabriel Commercial Junior School II, Ibadan, Oyo State (NYSC) Biology/Computer Teacher
Jul.2012-Sept.2012	Voluntary Service Overseas/International Citizen Service (Osun State) Education/ Media Team Secretary <i>VSO/ICS Volunteer Certificate</i>
Jun.2011-Jul.2011	Student Work Experience Programme (Teaching Practice), Elefosan School of Science, Ipetu-Ijesa, Osun State
Oct.2010-Nov.2010	Student Work Experience Programme (Teaching Practice), Ogidan Grammar School, Osogbo, Osun State.

STRENGTHS/PERSONALITY HIGHLIGHTS

Ability to work at jobs involving long hours

Ability to work in challenging situations and to adjust to new tasks, situations and challenges

Ability to work with minimum supervision, to accept personal responsibility and work on own initiative

Commitment, enthusiasm and positive attitude to work and work ethics

Ability to lead and motivate others

Reliability, organizational ability and creativity

Ability to work well with people and to work as part of a team

Ability to communicate effectively

Ability to work with people of different culture, understand individual differences, and sensitivity to the needs of others

Effective use of computers

SKILLS

Administrative/Office management

Human Resource Management

Events/Project management

Excellent Planning and organizational skills

Customer service

Report writing skills

Intermediate knowledge of microsoft word, excel, power point, google docs, accounting applications such as loyverse and google sheets, data analysis.

RESEARCH WORK

Students' Learning Difficulty in Ecology (B.Sc. (Ed.) Research Project)

HOBBIES

Acquisition of new skills, writing, tourism, planning and strategizing, research and purposeful human relations

REFERENCES

Professor Ayo Oluleye

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Mrs. Fiyinfoluwa Awe

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