

# ARIYO-ADEOYE, PAUL OLUWATONI

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2, Tunde Akintade Street, Glory Land Estate FHA, Isheri-Olofin, Lagos.

## PROFILE SUMMARY

An enthusiastic, self-motivated and result oriented goal getter with a can-do attitude and the willingness to learn while contributing to the success of the team and organization.

## EXPERIENCE

### TONNIPAUL WEARS, LAGOS

APRIL 2016 – TILL DATE

#### LEAD FASHION DESIGNER

**Duties includes:** I am responsible for;

- Developing design and pattern for male wears and adapting existing designs and patterns where necessary.
- Managing the design process from conception through to final styling while ensuring the end product is in agreement with customer expectation.
- Conducting research to identify new trends, fabrics and techniques, and seek design inspiration.
- Collaborating with technical designers to ensure designs are accurate and timely.
- Negotiating, developing and maintaining relations with customers, technical designers and vendor

### NIPPY LOGISTICS LIMITED OPERATIONS MANAGER

MAY 2021 – TILL DATE

**Duties includes:** I am responsible for;

- Assets/ Fleet Management
- Managing and designing operations system
- Recruit, train, supervise, and management of staffs
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Sourcing for Jobs and Contracts
- Create, manage and achieve the overall logistics and budget for field activities.
- Ensuring staff working on processes are happy and operating efficiently
- Meet cost, productivity, accuracy and timeliness targets Order planning and Route allocation
- Oversee the planned maintenance of project equipment and transport.
- Motivate, organize and encourage teamwork within the project team to ensure set targets are met.
- Preparation of daily, weekly and monthly financial statements

### INFINITE PHOTOGRAPHY STUDIOS, IBADAN BRANCH MANAGER

2019-2020

**Duties includes:** I am responsible for;

- Prepares financial statements and analysis for branch
- Manages and supervises employees;
- Maintaining studio schedules
- Staffing
- Maintains and oversees all organizational process
- Recruiting, vetting, interviewing, and hiring new employees
- Overseeing approvals of loans, lines of credit, and other fiscal plans
- Assisting with customer service and satisfaction
- Marketing
- Oversees budget reports, preparation of budgets, and analysis of budgets
- Advises on procedures and financial management as well as developing policies
- Manages and supervises department employees; responsible for day-to-day supervision and leadership

### YOUTH RESCUE AND CARE INITIATIVE (YORCI) NGO, Oyo. ADMINISTRATIVE OFFICER

MARCH 2020

**Duties includes:**

- I was responsible for managing the inventory, organizing records and scheduling of roster

- I was actively involved in registration of beneficiaries, budgeting, invoicing and preparing reports.
- I taught beneficiaries how to use a computer system.

#### **OLADOKUN GRAMMAR SCHOOL, OYO**

**2019 – 2020**

##### **CLASSROOM TEACHER (NATIONAL YOUTH SERVICE CORP)**

###### **Duties include:**

- I aligned and enforced school policies, rules and regulations at all time
- I prepare detailed lesson plan for each school term and each week and gave out lectures
- I facilitated the understanding of concepts by students in line with lesson plan
- I conduct daily morning assembly and ensure order and calmness in school
- I prepared, supervised and marked continuous assessments and examinations
- I prepared students for debates and career talks

#### **DARLINGTON COMPUTERS, OGUN**

**2016 – 2018**

##### **COMPUTER TECHNICIAN**

###### **Duties include:**

- I set up and configure computers and peripheral equipment such as printers, scanners, etc.
- I responded to support requests and assisted in troubleshooting problems that occurred
- I ensured software and hardware were up-to-date and installed updates when required
- I gave out training on how to effectively use computer systems
- I carried out various online registrations services and research project writing

#### **EXCELLENT ACHIEVERS GROUP OF SCHOOLS, Ogun**

**2016**

##### **SCHOOL TEACHER (TEACHING PRACTICE)**

###### **Duties includes:**

- I aligned and enforced school policies, rules and regulations at all time
- I prepare detailed lesson plan for each school term and each week and gave out lectures
- I facilitated the understanding of concepts by students in line with lesson plan
- I conduct daily morning assembly and ensure order and calmness in school
- I prepared, supervised and marked continuous assessments and examinations
- I actively participated in all school activities

#### **YABA COLLEGE OF TECHNOLOGY LIBRARY, LAGOS**

**2015 - 2016**

##### **LIBRARY ASSISTANT (STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME)**

###### **Duties includes:**

- I assisted library users in locating books and using the library better.
- I checked in and checked out books at the front desk.
- I maintained records of books taken out and books brought back.
- I inspected the condition of books before and after check-out to ascertain any damage.
- I sorted and shelved books according to their categorization.
- I registered new library users, maintained and updated users profiles.
- I cataloged new arrivals, audio-visual material and other mediums.
- I organized the repair of damaged books.
- I managed inquiries, assisted with library events and reading sessions.
- I settled any disruptions and disturbances in the library.
- I managed library data and reports utilizing the library software system.
- I organized and maintained the library materials.

#### **EDUCATION**

##### **Tai Solarin University of Education, Ijagun**

**2013 - 2017**

*B.Ed. Library and Information Science*

Bachelor of Education in Library and Information Science

#### **TRAINING, CERTIFICATION AND AWARDS**

**Certificate of Merit** - NYSC Afijio Local Government Award in recognition of selfless service as the Education and ICT President of Afijio LGA

**March 2020**

## SKILLS AND EXPERTISE

- Training and Evaluation
- Good Reporting Skills
- Proper Documentation Skills
- Leadership Skills
- Organizational Skills
- Good Communication Skills
- Team Management
- Good Interpersonal Skills
- It And Technical Skills
- Proficiency in Microsoft Office Packages
- Tech Savvy
- Instruction Skills
- Writing Skills
- People Skills
- Patience
- Creativity
- Time Management Skill
- Keen Attention to Details
- Good Negotiation Skills
- Critical Thinking
- Problem-Solving Skills
- Programming
- Proper Book-Keeping and Inventory Management
- Competencies in Data Entry, Analysis, And Management
- Good Networking, Team Working and Team Playing Skills

## REFERENCES

References will be made available on request.