

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 willingness to learn while contributing to the team and organization's success.

EXPERIENCE

FRONTEND DEVELOPER

JAN 2022 – TILL DATE

- Building interactive and static user interfaces.
- <https://github.com/tonnipaul>

TONNIPAUL WEARS, LAGOS

APRIL 2016 – TILL DATE

LEAD FASHION DESIGNER

Duties include:

- Developing designs and patterns for male wear and adapting existing designs and patterns where necessary.
- Managing the design process from conception through to final styling while ensuring the end product agrees with customer expectations.
- Researching 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

MAY 2021 – JUNE 2022

OPERATIONS MANAGER

Duties include:

- 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 meet set targets
- Preparation of daily, weekly and monthly financial statements

INFINITE PHOTOGRAPHY STUDIOS, IBADAN 2019-2020

BRANCH MANAGER

Duties include:

- 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
- 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 include:

- 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 operate a computer

OLADOKUN GRAMMAR SCHOOL, OYO
CLASSROOM TEACHER (NATIONAL YOUTH SERVICE CORP)

2019 – 2020

Duties include:

- I aligned and enforced school policies, rules, and regulations at all time.
- I prepare a detailed lesson plan for the 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
COMPUTER TECHNICIAN

2016 – 2018

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, Ogun2016
SCHOOL TEACHER (TEACHING PRACTICE)

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 actively participated in all school activities

YABA COLLEGE OF TECHNOLOGY LIBRARY, LAGOS
LIBRARY ASSISTANT (STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME)

2015 - 2016

Duties include:

- 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 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

- HTML
- CSS
- BOOTSTRAP
- JAVASCRIPT
- REACTJS
- 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
- Writing Skills
- Patience
- Creativity
- Time Management Skill
- Keen Attention to Details
- Good Negotiation Skills
- Critical Thinking
- Problem-Solving Skill.
- 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.