

# TOFUNMI OLAJUMOKE OYEBODE

## Contact

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## Career Objective

To get an opportunity where I can make the best of my potential, contribute to the organization's growth and to be mentored towards a successful career.

## EDUCATION

Obafemi Awolowo University, Ile-Ife **2019**  
*Bachelor of Science, Demography & Social Statistics (second class upper)*

## AWARDS/ACHIEVEMENTS

- ✓ Meritorious service award National Association of Demography and social Statistics, OAU **2016**
- ✓ Certified participant ICT training, Obafemi Awolowo Univeristy, Ile Ife **2015**
- ✓ Certified Participant Jobberman Soft-skills Training. **2021**
- ✓ Certificate of Acheivement, Global Leadership Summit **2022**

## WORK EXPERIENCE

**ADMINISTRATIVE SECRETARY (DARE TO DREAM CHRISTIAN CENTER) **2023****

- ✓ Perform all secretarial duties.
- ✓ Handle office correspondence and filing system.
- ✓ Arrange, schedule and organize board/staff meetings as directed by the Lead Pastors.
- ✓ Process and file documents.
- ✓ Respond to visitors and guests in friendly and professional manner.
- ✓ Compiles data and produce reports, speeches and presentations.
- ✓ Gather and analyze information.
- ✓ Proof reads and edit for content as necessary.
- ✓ Organize and updates data bases effectively (calling of first timers, new converts, tithers etc.).
- ✓ Integrates best practices and standard in administrative functions.
- ✓ Perform basic office accounting task.

**QUALITY ASSURANCE OFFICER (NATIONAL POPULATION COMMISSION) **2022****

- ✓ Assisted the field coordinators by moving from one Enumeration Area to the other to ensure fieldwork is carried out smoothly.
- ✓ Conducted audits and implemented measures to enhance quality and efficiency.
- ✓ Identified areas for improvement and developed appropriate reports.
- ✓ Reported all the technical problems to the field coordinator.
- ✓ Ensured that real-time correction is being implemented.
- ✓ Rendered assistance to the enumerators when having issues with the data collection device.

**FIELD ENUMERATOR (NATIONAL POPULATION COMMISSION)****2022**

- ✓ Answered participant queries effectively and efficiently in order to progress research.
- ✓ Recorded respondents' comments through CAPI software in real-time with accuracy.
- ✓ Utilised software to plan and coordinate operations for surveys simultaneously. ✓ Maintained data accuracy by performing database checks.
- ✓ Followed a scripted questionnaire to gauge people's attitudes towards matters.
- ✓ Created effective follow-up schedules to maintain maximum respondent participation.
- ✓ Ensured all data were recorded with meticulous accuracy in order to achieve quality research findings.
- ✓ Communicated effectively and persuasively with participants to gain views and information needed.

**OPERATIONS ASSOCIATE (SAFE BODA NIGERIA)****2021**

- ✓ Communicated and engaged with drivers to educate and update them on company and government policies and regulations
- ✓ Handled and resolved both drivers' and customers' complaints to ensure a seamless experience on the platform.
- ✓ Downloaded, interpreted and analyzed hourly requests from the previous day to get accurate report on the hotspots, which helps drivers know where to get pings at different hours of the day.
- ✓ Monitored the daily performance metrics to track drivers' performance and identify potential gaps in operational processes.
- ✓ Ensured a seamless onboarding process for the drivers.
- ✓ Processed the day-to-day documentation between departments, consistently maintaining effective communication and eliminating bottlenecks.
- ✓ Ensured the activation of phones issued to help with the loan repayment drive and also drafted the processes involved in phone disbursement.

**INTERN (BUSINESS MANAGER): SKIRTS FACTORY****2020**

- ✓ Analyzed Budget, Expenses, Sales, Revenues and Product deficiencies in order to provide recommendations for business growth and problem resolution
- ✓ Quality Control
- ✓ Research the market for identifying new business opportunity
- ✓ Develop strong customer relationships in order to generate high volume of prosperity clients
- ✓ Supervise the client relationship management database and utilized it to manage customer contacts and mailing lists

**RESEARCH ASSISTANT, STARTING RIGHT AT SCHOOLS PROJECT (STARS), A PROGRAM POWERED BY AHEAD (ACADEMY FOR HEALTH DEVELOPMENT)****2019**

- ✓ Performed research and development work under the guidance of an invigilator
- ✓ Identified and determined cause of problems, developed and presented recommendation for improvements of established process and practices.
- ✓ Provided assistance in the development of report, grants, presentations and data analytics

**RESEARCH ASSISTANT, STUDY ON SOCIO DEMOGRAPHIC DETERMINANTS OF INFERTILITY IN IFETEDO****2017**

- ✓ Assisted with subject recruitment procedures and maintained accurate and timely research records while maintaining respondent confidentiality
- ✓ Performed task management and additional administrative responsibilities
- ✓ Maintained all Regulatory Documents, site files and study documentation and status report
- ✓ Administered research questionnaires to study participant, accurately and systematically

## **VOLUNTEER ACTIVITIES**

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- ✓ Publicity Crew, 2<sup>nd</sup> edition of Demography Summit, OAU.
- ✓ Volunteer in “I support every woman reproductive health” Association of demography and social statistics (2017)
- ✓ Welfare director, Teens Awareness Movement(2020)
- ✓ Data Analyst; Planning, Research & Statistics group, NYSC Camp Lagos(2020)
- ✓ Data cleaning; National Population Commission(2022)
- ✓ Care Giver; Assurance Imperial Nursing Home (2022)
- ✓ Virtual Assistant (2023)

## **SKILLS**

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- ✓ Proficient in Microsoft Word, PowerPoint and Intermediate in Excel
- ✓ SPSS, STATA, Epi Data
- ✓ ATLAS TI 8, Data collection Technology (Open Data Kit-ODK and Survey CTO).
- ✓ Writing and communication skills
- ✓ Statistical Analysis
- ✓ Virtual Assistance

**Languages:** Fluent in English and Yoruba