**OGUNDAHUNSI OLUWAFIFUNMI TEMITOPE**

3 Ogunrotimi close, Isokan estate, Akobo road, Ibadan, Oyo State

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08169790709, 08125470276

**PERSONAL DATA**

**Date of Birth:** 16th October, 1993

**Gender:** Female

**State of Origin**: Osun

**Nationality:** Nigerian

**Marital Status:** Single

**PROFILE SUMMARY**

Am a proactive individual with key interest in education. Haven spent the last couple of years developing my career in the field of education. I possess good communication and language skills. Am also able to work in managerial roles or as part of a team with proven ability to contribute positively to organization objectives while pursuing self-development.

**CAREER OBJECTIVE**

To work with a team in an organization where challenging task can be assigned to me so I can effectively and efficiently utilize my skills, knowledge and experience in order to be productive at work place and in turn fulfilling the short time and longtime goals of the organization.

**RELEVANT SKILLS**

Ability to work under pressure and produce a reputable result

Excellent interpersonal relationship

Resilient, flexible, open to feedback and focused on achieving excellence.

Ability to manage multiple tasks in a pressured environment with minimal supervision.

Willingness to learn and adapt quickly to any environment.

An enthusiastic team player, always willing to build strong working relationship.

Self-motivated to get things done and add value to the organization.

**EDUCATION HISTORY**

* University of Ibadan, Ibadan, Oyo State 2022

Postgraduate Diploma (PgD) Drug Analysis

* Bowen University, Iwo, Osun State 2015

Bachelor of Science (B.Sc) Chemistry

* Saint Anthony’s Catholic High School, Ijofi, Osun State 2009

West African Senior School Certificate Examination (WASSCE),

National Examination Council (NECO)

* Josmar Nursery and Primary School, Ijebu - Jesa, Osun State 2002

Primary School Leaving Certificate

**PROFESSIONAL QUALIFICATION**

* British International Safety Organization 2016

Health, Safety and Environment (HSE) 1,2,3

**CAREER HISTORY**

Industrial Training at De-Shalom Pharmaceutical Industry, Ilesa, Osun State 2014

**Responsibilities:**

* Recording day to day procedures of drugs produced
* Measurement of raw materials used
* Checking stability of product while in production
* Coding of product packages
* Sampling of products for further analysis
* Packaging of end product

**WORK EXPERIENCE**

**Pabokede Initiative** October 2020 – February 2021

Ibadan

Oyo State

**Position:** Administrator

**Responsibilities:**

* Management of office equipment
* Maintaining a clean and enjoyable working environment
* Handling external or internal communication or management systems
* Managing clerical or other administrative staff
* Organizing, arranging, coordinating and attending meetings
* Sorting and distributing incoming and outgoing post
* Daily check organizations email for prompt action
* Effective administration of the kids club to retain clients and welcome new ones

**Josmar Nursery and Primary School** November 2016 – June 2018

Ijebu Jesa,

Osun State

**Position:** Administrative Officer

**Responsibilities:**

* Assessment and development of lesson plan for the terms and sessions
* Monitoring exams and assessing records for admission of new entries
* Monitoring and distributing exam papers and materials for all classes
* Supervision of exams for all classes.
* Assessment of class registers and financial records
* Assessment of result and report cards for all classes
* Coordination of day to day activities

**Bulu-Angiama Secondary School,**  October 2015 – October 2016

Bulu-Angiama,

Patani,

Delta State

**Position:** Chemistry Teacher (NYSC)

**Responsibilities:**

* Assessment of results for classes
* Teaching SSS1 – 3 Chemistry
* Monitoring and distributing exam papers and materials for all classes
* Supervision of exams for all classes.
* Development of lesson plan for subject taught

**Josmar International College**, September 2014 - April 2015

Ijebu – Jesa,

Osun State

**Position:** Teacher

**Responsibilities:**

* Teaching of JSS1 Mathematics and Agricultural Science and JSS 2 Basic Science
* Monitoring and distributing exam papers and materials for all classes
* Supervision of exams for all classes.
* Development of lesson plan for subject taught
* Assessment of result for all classes

**HOBBIES**

Reading, singing and indoor games

**REFEREES**

Available on request