**ADENUSI TEMITOPE THEOPHILUS**

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Ondo State. **Tel: +2348060994483, +2347062256324, +2348143702605**

**OBJECTIVE**

To work effectively with high intelligence and fidelity through self-development, advancement and improvement in order to enjoy job satisfaction and good interpersonal relationship that engenders organizational growth and development.

**PERSONAL DATA**

**Date of Birth** 12th December, 1986

**Place of Birth** Ondo

**Nationality**  Nigerian

**State of Origin** Ondo West, Ondo State

**Marital Status** Married

**Sex** Male

**Number and Ages Children** Two (2) 7years and 4years

**EDUCATIONAL NSTITUTIONS ATTENDED & ACADEMIC QUALIFICATIONS WITH DATE**

Wesley University, Ondo City, Bachelor of Science in Business Administration 2016-2019

Ondo State.

Rufus Giwa Polytechnic, Higher National Diploma (Upper Credit) 2012-2013

Owo, Ondo State. In Office Technology and Management

Rufus Giwa Polytechnic, National Diploma (Upper Credit) 2010-2011

Owo, Ondo State. In Office Technology and Management

National Youth Service Corps NYSC Certificate 2014-2015

New Era High School, Ijare, Senior Secondary School Certificate 2000-2006

Ondo State.

The West African Examination Council West African Senior School Certificate 2006

(WAEC), Agbado, Lagos State

Futa Staff Primary School, Primary School Leaving Certificate 1992-1998

Akure, Ondo State.

**OTHER CERTIFICATES**

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| **S/N** | **TRAINING** | **VENUE** | **DATE** |
| 1 | Strategic Plan | Information Center, University of Medical, Sciences Teaching Hospital, Ondo (UNIMEDTH) | 2016 |
| 2 | Advance Digital Appreciation Certificate of Attendance on Advance Digital Appreciation programme for Tertiary Institution. (ADAPTI) | Chapel Building, University of Medical Sciences, Ondo City, Ondo State | 2016 |
| 3 | Advance Digital Appreciation Certificate of Attendance on Statistical Package for Social Sciences. (Digital Bridge Institution) | Chapel Building, University of Medical Sciences, Ondo City, Ondo State | 2017 |
| 4 | Advance Digital Appreciation Certificate of Attendance on Advance Digital Appreciation programme for Tertiary Institution. (ADAPTI) | Main Auditorium, University of Medical Sciences, Ondo City, Ondo State | 2018 |
| 5 | Advance Digital Empowerment Programme Certificate of Attendance for Tertiary Institution on Data Analysis using SPSS and Ms Power BI | Tetfund Building, University of Medical Sciences, Ondo City, Ondo State | 17-21 April, 2023 |
| 6 | Certificate of Compliance (ACURENT) on Animal Ethics Training Program. | Tetfund Building, University of Medical Sciences, Ondo City, Ondo State | 5-6 December, 2023 |
| 7 | Certificate of Attendance on “Managing the Boss and Work Challenges for productivity Improvement” Organized by the Nigerian Institute of Public Relations (NIPR) | Excellence Hotel, Ogba, Ikeja, Lagos State. | 12-16 February, 2024 |

**EXPERIENCE** **WORK**

**Employer** Feotamy Factory, Akure, Ondo State 2006

**Role** Secretary.

**Employer** Lucade Business Venture, Akure 2008

**Role**  Office Assistant

**Employer** Ministry of Works, Akure (SIWES) 2010

**Role** Office Assistant

**Employer** Isiodu Grammar School, Rivers State.(NYSC) 2014

**Role**  Class Teacher **(**Business studies)

**Employer** University of Medical Sciences, Ondo City, Ondo State 2015 till date

**Role** Personal Secretary

**EXTRA CURRICULUM ACTIVITIES**

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| **S/N** | **POSITION** | **INSTITUTION** | **DATE** |
| 1 | Financial Secretary | Department of Office Technology and Management, Rufus Giwa Polytechnic, Owo, Ondo State | 2010-2011 Academic Sessions. |
| 2 | Financial Secretary | Department of Office Technology and Management, Rufus Giwa Polytechnic, Owo, Ondo State | 2012-2013 Academic Sessions. |
| 3 | Sport Committee Secretary | University of Medical Sciences, Ondo City, Ondo State | 2016 -2018 |
| 4 | Assistant General Secretary (AGS, UNIMED Branch) | Senior Staff Association of Nigerian Universities (SSANU) University of Medical Sciences, Ondo City, Ondo State | 2022 till date |

**SKILLS AND HOBBIES**

Travelling, Speaking, Interpersonal Relations, Reading and Writing.

**REFEREES**

**Professor C. J. Olowokere Dr. P. O Osho Pastor G. O. Daboku**

Dean, Faculty of Science, Associate Professor, Department of General Overseer,

University of Medical Sciences, Haematology, Faculty of Basic Clinical Lion of Judah Gospel Church,

Ondo City, Ondo State. Sciences, University of Medical Sciences, Ilara-Mokin, Ondo State.

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