

No 3, Akinbinu Street,  
Off Ondo-Ore Road,  
Oremeji Junction,  
Ondo-State.

**Mobile Phone:**  
**E-mail:** kikkypearl@gmail.com

## **AKINYOSOYE, KIKELOMO IFEOLUWA (NEE FIFO)**

<b>Personal Data:</b>	Date of Birth:	12 <sup>th</sup> August, 1988
	Sex:	Female
	Place of Birth:	Ondo City
	State of Origin:	Ondo State
	Nationality:	Nigerian
	Marital Status:	Married
	No of Children:	3

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**Career Objective:** To continuously challenge myself to provide exceptional service and, to persistently add values and skills to be in the best position to attain stated organisation goals and objectives and to work in an organisation where exceptional performances are rewarded.

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### **Academic Qualifications with Dates:**

2023	<b>M.Ed. Administration and Planning</b> National Open University of Nigeria, Akure Study Centre
2010	<b>B.Ed. Home Economics (2nd class Hon. upper division)</b> Obafemi Awolowo University, Ondo City, Ondo State
2004	<b>Senior Secondary School Certificate</b> Egan Oromi Community High School Jubilee Community Grammar School, Ondo State
1996	<b>First School Leaving Certificate</b> St Peters Primary School Kings Foundation Nursery and Primary School, Lagos State

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### **Professional Qualifications/Certifications with Dates:**

2021	Diploma in Human Nutrition-Revised 2017
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### **Working Experience:**

<b>Aug 2022- To date</b>	<b>Administrative Officer, I</b> <b>Faculty Officer</b> <b>Faculty of Basic Medical Sciences</b> Odosida Campus, Ondo City, Ondo State.
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### **Duties:**

- ❖ Provide administrative support to the faculty and to co-ordinate administrative activities between student administration and the institution
- ❖ Dairy management and the management of papers and correspondence
- ❖ General administrative support

- ❖ Organizing meetings, including faculty meetings, Board meetings, etc. in the faculty and draft minutes of the meetings for consideration by the Chair.
- ❖ Draft agendas, prepare and circulate documents to members
- ❖ Carrying out relevant follow-up work from meetings, and advising students on their follow-up and actions.
- ❖ In the absence of the Acting Dean of the faculty ensure that urgent matters are referred to the appropriate Dean's representative staff for action where relevant.
- ❖ Maintenance of appropriate academic staff and student records and sending student requests to the Management.
- ❖ Serve as secretary to assigned ADHOC Committees
- ❖ Carry out other designated duties assigned by the Dean and the Management

**March 2020-Aug 2022**

**Administrative Officer II**  
**Department of Preventive Dentistry**  
 Ondo City, Ondo State.

**Duties:**

- ❖ Providing various administrative duties for the Department of Child Dental Health
- ❖ Taking minutes and writing reports for all the meetings in the department
- ❖ Sending, dispatching and receiving mail for the department
- ❖ Serving as secretary to the Department of Child Dental Health
- ❖ Writing and receiving memos for the department
- ❖ Carrying out Other designated duties by the Head of the Department

**Sept. 2018 -March 2020**

**Administrative Officer II**  
 University of Medical Sciences,  
 Department of Child Dental Health,  
 Ondo City,  
 Ondo-State.

**Duties:**

- ❖ Providing various administrative duties for the Department of Child Dental Health
- ❖ Taking minutes and writing reports for all the meetings in the department
- ❖ Sending, dispatching and receiving mail for the department
- ❖ Serving as secretary to the Department of Child Dental Health
- ❖ Writing and receiving memos for the department
- ❖ Other designated duties by the Head of the Department

**Jan. 2017- July 2018**

**Home Economics Teacher**  
 All Saint Anglican Grammar School  
 Ondo City,  
 Ondo State.

**Duties:**

- ❖ Using a variety of teaching techniques such as; whole class lessons, demonstrations, practical work, and discussions.
  - ❖ Using a range of materials including textbooks, worksheets, computers, audio-visual aids, cooking equipment, and sewing machines.
  - ❖ Organizing, and directing the whole class, helping individual pupils as required, keeping good order in the classroom and dealing with discipline issues
  - ❖ Setting assignments, projects, tests, and exams, preparing and carrying out continuous assessments, marking pupils' work, and writing reports. Also, doing administrative work, including keeping a register of pupils
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**March 2015 – Jan. 2017**

**Supervisor**

Conoil Plc,  
Okelisa,  
Ondo State

**Duties:**

- ❖ Supervising the supply of PMS, AGO and DPK
  - ❖ Working in line with the Manager to ensure a proper supply of products
  - ❖ Managing the affairs of the company when the Manager is on assignment
  - ❖ Ensuring a good working environment for staff and good communication with customers
  - ❖ Taking appropriate measures for issues of theft
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**Aug. 2013-feb. 2014**

**Receptionist**

Sunway Pyramid Hotel East and West, Persiaran Lagoon,  
Bander Sunway, Selangor,  
Malaysia.

**Duties:**

- ❖ Representing the hotel as the first point of contact for clients
  - ❖ Working to project a positive image for guests
  - ❖ Providing all services that are on the list of first contact service
  - ❖ Initializing the registration procedure for guests
  - ❖ Operating switchboards and taking phone calls for information, provision and forwarding calls to appropriate departments or person
  - ❖ Online bookings and reservations
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**Mar. 2012-Feb. 2013**

**Home Economics Teacher (NYSC)**

Community Comprehensive College,  
Ekinrinadde,  
Kogi State.

**Duties:**

- ❖ Developing the students in the aspect of food and nutrition
- ❖ Helping to impart knowledge to the students in practical works and oral

presentation

- ❖ Using instructional materials to give the students more understanding
  - ❖ Students were able to carry out practical activities on their own
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**Training:**

**2011**  
**Don Bosco Technical / Vocational Institute,**  
**Ondo City,**  
**Ondo State.**

Certificate of Completion of Training in Computer Appreciation

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**Conferences/Workshops Attended with Dates:**

- 11/26/2018 – 11/30/2018      Digital Bridge Institute, Workshop on Advanced Digital Appreciation Programme for Tertiary Institutions by University of Medical Sciences, Ondo State.
- 02/28/2020 – 02/29/2020      Workshop on Registry Functions and Communication Skills for Professional Administrators in the University of Medical Sciences, Ondo State.
- 05/03/2024 – 08/03/2024      Advanced Human Resource Management, and Critical Thinking, Decision Taking and Problem-Solving Skills
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**Other Certification(s)**

03/20/2020- 14/01/2021      Diploma in Human Nutrition – Revised 2017 (Online Program)

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**Research:**

Problems and Prospects of Clothing and Textiles Recycling in the Present Economy of Ondo West Local Government Area of Ondo State. A thesis submitted to the Department of Home Economics, Adeyemi College of Education, Ondo State. (2011)

Institutional Leadership and Staff Personnel Management Challenges In Public Secondary Schools in Ondo State. A thesis submitted to the Department of Educational Foundations, Faculty of Education, National Open University of Nigeria. Akure Study Centre, Akure, Ondo State, (July 2022)

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**Other Special Skills:** Excellent Communication Skills. Strong Interpersonal and Relationship Management Skills. Self-driven and result-oriented. Good Team Player. Highly innovative with excellent problem-solving skills. Proficient in the use of MS Excel, Word and PowerPoint.

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**Hobbies:** Like to meet great minded, and focused people who would inspire me to soar higher.

Reading,  
Travelling,  
Cooking,  
Baking,  
Swimming and  
playing indoor games.

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**Referees:**

❖ **Dr. Monsurat Bello**

Department of Home Economics, Faculty of Vocation and Technical  
Adeyemi College of Education,  
Ondo City,  
Ondo–State.  
08060228181

**High Chief (Sir) S.O. Oguntimehin,**

- ❖ The Lisa of Ondo Kingdom,  
Ondo City,  
Ondo–State.  
08033611399

❖ **Professor E.S. Uhunmwangho**

University of Medical Sciences,  
Laje Road, Ondo City,  
Ondo State.  
08033542957

- ❖ Dr. V.O. Emojevwe  
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Laje Road, Ondo City,  
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07031384473