

# **IDOWU, TOLUWAPEMITO TOLANI**

**OBJECTIVES:** To strive for excellence and precision at all times, attaining professional distinction and proficiency.

**DATE OF BIRTH:** 2nd March, 1982  
**MARITAL STATUS:** Married  
**STATE OF ORIGIN:** Ekiti State  
**LOCAL GOVERNMENT:** Ikole Local Government  
**CONTACT ADDRESS:** No. 3, Uncle Tee Secondary School Road,  
Off Johnson Olabisi Street, Valentino,  
Ondo City.  
**GSM NO:** 📞 08067464744, 08057792423  
**E-MAIL:** idowupemito@gmail.com

## **ACADEMIC QUALIFICATIONS OBTAINED (INCLUDING DATES AND INSTITUTION)**

B.A. (Hons) Mass Communication. Jan 2004 - April 2008  
Olabisi Onabanjo University, Ago-Iwoye, Ogun State.  
Senior School Certificate Examination Sep 1993 - May 1999  
St. Monica's College, Kabba, Kogi State

## **PROFESSIONAL QUALIFICATION OBTAINED**

Computer Graphic Design  
Doveland Computer Institute, Ibadan. Nov 2019 - Feb 2020

## **WORK EXPERIENCE:**

- 1. T-Trendy Stitches, Valentino, Ondo** 2021 - date  
**Post: Chief Executive Officer**

### **Job Description**

- ❖ Fashion design
- ❖ Sale of fabrics
- ❖ Training

- 2. Success International School, Lisaluwa, Ondo** Jan 2021 – May 2021  
**Post: Secretary/Receptionist**

### **Job Description**

- ❖ Front Desk Executive
- ❖ Provide administrative support for the Proprietor.
- ❖ Attends to parents and other visitors.
- ❖ Drafts graphic designing of marketing fliers for the school.
- ❖ Cover management meetings with staff.
- ❖ Processes examinations questions on the computer.
- ❖ Compiles examination results.

3. **Trades and Trips International, Ibadan** May 2015 – Dec. 2020  
**Post: Secretary/Receptionist**

**Job Description**

- ❖ Front Desk officer
- ❖ Provide administrative support for the management.
- ❖ To have an oversight of customer service and service centre.
- ❖ Conducts financial operation.
- ❖ Provides back end support for field marketers and affiliate stores.
- ❖ To have an oversight on drive sales of retail outlets
- ❖ Designing of marketing fliers for the organisation.

4. **National Youth Service Corps** Mar 2010 - Feb 2011  
Oba Akinbiyi Junior High School, Oremeji,  
Ibadan

**Job Description**

- ❖ Social Studies Teacher

5. **The Sun Newspapers** Nov. 2007-Feb 2008

**Job Description**

- ❖ Reporting news stories on a beat.
- ❖ Carrying out interviews on a given topic.

6. **Nationwide Services Customer Service Unit.** Sept 2001-Dec 2003  
Ibadan

**Job Description**

- ❖ Projecting the corporate image of nationwide in a positive and appealing manner.
- ❖ Disseminating information to customers and handling customer's complaints.
- ❖ Knowing, understanding and meeting the needs of customers.
- ❖ Appreciating and rewarding the customer's patronage.

**PERSONAL ATTRIBUTES:**

- ❖ Proficient at the use of Microsoft Word and Internet.
- ❖ Above Average in Oral and Written Communication.
- ❖ Ability to accept responsibilities and to work with minimal supervision.

**HOBBIES:**

Reading, Singing and Travelling.

## **NAMES AND ADDRESSES OF REFEREES**

**Mr. Tunji Kolade,**  
Accounts Department,  
National Institute for Educational Planning & Admin (NIEPA),  
Ondo City.  
07039026141

**Mrs. Mercy Adejoro,**  
Bursary Department,  
Ondo Boys' High School,  
Ondo City.  
08020670729

**Barr. Bimbo Adeduro,**  
Legal Department,  
Adeyemi College of Education,  
Ondo City.  
08033604510