

Adelu Temitope Oluwatosin

Bounty Street, Phase3, Kurudu Army Estate, Kurudu, Abuja, Fct-Abuja.
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PROFILE SUMMARY

A highly energetic professional seeking for channel to explore in all matters pertaining to ICT. Passionate about achieving and attaining successful goals when given task. I'm looking in a challenging environment that will enable me contribute my expertise in ensuring better life management in the society.

PERSONAL DETAIL

Date of Birth: 24th October, 1995
Gender: Female
Nationality: Nigerian

CORE SKILLS/COMPETENCES

- Skillful in Microsoft Office Suit(Word, PowerPoint, Excel)
- Exceptional oral and written communication skills.
- Exceptional interpersonal skills: Mature, reliable, enthusiastic, motivated and willing to learn new task and skills.

WORK EXPERIENCE

Funkab Fashion House, Kugbo, 2012-till date

DUTIES

- Ensure to select fabrics and colours, styles for each garment.
- Created designs for both women and children, Nigerian designs, traditional and western.
- Ability to create prototype designs.
- Ensure excellent customer service at all times & resolution of customer complaints.
- Helped in advertising campaigns and branding effort.
- Trained the workers on trending styles and motivated them to meet up with the deadlines of customers.
- Ensure staff & customers are in a safe & clean environment.
- Ensuring availability of stock & notify suppliers of low stock.
- **KEY ACCOMPLISHMENTS(MANAGER(FCT-ABUJA))**

- Maintains store staff by hiring, training, coaching, counselling, disciplining employees, planning, monitoring and appraising jobs.
- Ensuring all individual job descriptions are efficiently carried out.
- Ensuring to follow up on work results of the store departments.
- Ensuring to identify customers by establishing a rapport with customers to understand service requirements.
- Ensuring a smooth operations of day to day activities of the fashion house.

FEDERAL CAPITAL TERRITORY ADMINISTRATION ABUJA (SIWES)

2015

Federal Capital Development Administration, FCT- Abuja

Executive Lab Administrator

2015

FUNKAB FASHION HOUSE ABUJA (INDUSTRIAL TRAINING)

2017

Funkab fashion house, FCT- Abuja

2017

NIGERIAN ARMY EDUCATION CORPS (NYSC)

GORU-KEBBI STATE

November 2020-October 2021

Command Science Secondary School (Girls) Goru, Birnin Kebbi, Kebbi State

Classroom Teacher/lab Instructor

January 2021 - October 2021

EDUCATION

FEDERAL POLYTECHNIC NASARAWA -Nasarawa State,

Nigeria

2017-2019

Higher National Diploma (Computer Science) Lower Credit

Federal Polytechnic Nasarawa, Nasarawa State,

Nigeria **2014-2016**

National Diploma (Computer Science) Lower Credit

Government Secondary School, Rubochi, FCT-Abuja.

Nigeria **2009-2012**

Senior School Certificate Examination (SSCE)

Army Day Junior Secondary School, FCT-Abuja

Nigeria **2006-2009**

Junior School Certificate Examination (JSCE)

Good Shephard Nursery and Primary School, Ilorin Kwara state

Nigeria **2001-2006**

Primary School Leaving Certificate (PSLC)

REFEREES:

- **Mr Oloyede Yekini; 08164843411**
Former Director, Ministry of Health, Abuja.
- **Pastor Samuel Omosule Oluleye; 08168884537**
Retired Principal, Ondo State Teaching Service Commission.