

# TOLULOPE H. ADEDARA

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*Seeking a challenging position that offers professional growth and becoming a high performer in a well-established organization with a stable environment where I can utilize my skills and experience to improve operations, increase profitability and enhance growth.*

## EXPERIENCE

NOVEMBER 2016 – TILL DATE

**ADMINISTRATIVE OFFICER**, EBRANZOI LIMITED.

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures.
- Establish work priorities, delegate work to office support staff and ensure deadlines are met and procedures followed.
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.
- Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services.
- Assist in preparation of operating budget and maintain inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals and correspondence.

AUGUST 2014 – OCTOBER 2016

**ADMINISTRATIVE OFFICER**, JOLIHADAB INTEGRATED RESOURCES LTD.

- Kept records of all the clients of the company using excel spread sheet.
- Represented the company in submitting proposals and bids.
- Managed customers database.
- Supervised administrative services.
- Ensured compliance to company's policies and procedures.

MARCH 2013 – JULY 2014

**COMPUTER TEACHER**, COMMUNITY SECONDARY SCHOOL ABULOMA

- Coordinated with school management to develop or revise curriculum plan.
- Organized, maintained and managed class systems in proper working condition.
- Taught students and learners to use computers.
- Designed and developed appropriate computer instructional materials.
- Managed and monitored student behavior.
- Conducted group training sessions.
- Coordinated and collaborated with lead teacher, principal and instructional coaches.
- Integrated special lesson plans with core academic curriculum.
- Sent and received correspondence, as well as welcomed clients warmly.

**MARCH 2011 – FEBURARY 2013**

**CHEMISTRY TEACHER, BARACHEL GROUP OF SCHOOLS.**

- Teach chemistry subjects to assigned classes.
- Monitor each student's academic performance and provide feedbacks for improvements.
- Develop positive learning environments for students.
- Supervise and motivate students to achieve academic goals.
- Participate in parents'- teachers' meetings and communicate parents about student's progress.
- Develop instructional plans and learning materials for students.
- Coordinate with school management to develop or revise curriculum plan.

## **EDUCATION**

**2005 – 2011**

**B.TECH. PURE AND APPLIED CHEMISTRY, LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY**

**1997 – 2003**

**SECONDARY SCHOOL, BARACHEL MODEL COLLEGE**

## **KEY SKILLS**

- Products cross selling.
- Passion for customers.
- People management
- Ability to work under pressure.
- Good team work spirit.
- Ability to multi task.

## **COMPUTER SKILLS**

- Microsoft proficiency.
- Sound computer and presentation skills.
- Internet utility.

## **PERSONAL INFORMATION**

Sex: Female

Date of Birth: 25<sup>th</sup> July.

## **REFEREES**

AVAILABLE ON REQUEST