

MAKANJUOLA TOMI DAVID

No 15. Road E, AanuOluwapo Estate - Alapo, Olorunda-Abba, off
Akobo, Ibadan.

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PERSONAL DATA:

Date of Birth: 30th November, 1994
Gender: Male
Home Town: Ogbomoso
State: Oyo State.
Nationality: Nigerian.
Marital Status: Single

CAREER OBJECTIVE:

To explore areas of management and general office administration itself especially in Leadership and Human relations which is sacrosanct for the attainment of organizational goal.

INSTITUTIONS ATTENDED:

2013 - 2018 The Polytechnic, Ibadan, Ibadan, Oyo State

2005 - 2011 Methodist Grammar School, Bodija, Ibadan, Oyo sate.

ACADEMIC QUALIFICATIONS

- Higher National Diploma in Office Technology and Management. (2018)
- National Diploma in Office Technology and Management at The Polytechnic, Ibadan. (2015)
- Senior Secondary School Certificate (2011).

PROJECTS AND SEMINAR PRESENTATION

PROJECT WORK

- Employer – Employee Relationship, Conflict Management and Managerial Creativity as predictors of Office Manager’s Job Efficiency. (*A case study of selected private Organization in Ibadan Metropolis*) - (2018)
- Challenges of Secretaries in modern technological age (*A case study of selected banks in Oyo state*)- (2015).

SEMINAR

- Empathy in the Workplace. *An effective tool for leadership* (2018)

PROFESSIONAL CERTIFICATION

- 2020 Nigerian Institute of Management (NIM) - In view

WORK-LIFE FEATURES AND KEY RESPONSIBILITIES

2019/2020 Administrative Assistant/ Community Project Secretary - ValueSpread Nigeria Initiatives (An N.G.O on National Re-orientation) - NYSC

- *Handled the organization's clerical support tasks.*
- *Handled Internal and External communication of the organization.*
- *Kept track of day to day activities of the organization as well as office supplies.*
- *Assisted the Project Director in formulating Strategies for the sustainable growth of the organization.*
- *Handled the Social media platform of the organization (Whatsapp).*
- *Assisted the Project Director in Creative Writing.*
- *Handled the Corporate Social Responsibility arm (APUNREN community, a village in Ijebu North-East Local Government, Ogun State).*
- *Assisted the Project Director in the Administration of the CSR arm and it's Women group (Apunren Home and Women Intervention Group- AHWIG).*
- *Handled all correspondence of the CSR arm as well as its women group.*
- *Organized meetings and ensured appropriate dispatch of notices.*
- *Assisted the Project Director in the recording and documentation of the women's financial contributions.*
- *Documentation of minutes, letters, as well as historical facts of the community among others.*

2017 Acting Store Keeper - MATJO Water Company, a subsidiary of MATAAN Hotel and Suites, Olorun-aba, Akobo, Ibadan

- *Handled the day to day record and storage in the warehouse*
- *Supervised and recorded carriage as well as daily stock taken*
- *Supervised delivery of raw materials*
- *Monitored stock level as well as raw materials and supplies.*
- *Performed production activities as well as prevented theft.*

2015 Teacher and Acting School Secretary - Trust Foundation Private School, Olorunda-aba, Akobo, Ibadan .

- *Handled teaching activities*
- *Acted as Secretary of the school and the Parent Teachers Association(P.T.A)*
- *Handled the reading and writing of minutes of meeting as well as other writings of the school.*
- *Handled sports as well as other co-curricular activities of the school.*

2014 Office Assistant, Internal Audit Department, Ministry of Establishment and Training, Oyo State Government Secretariat, Ibadan (Student Industrial Work Experience, S.I.W.E.S)

- *Received Visitors.*
- *Assisted the Internal Auditor in filing and documentation of correspondence.*
- *Assisted the Internal Auditor with the day to day routine work.*
- *Performed other duties as assigned by the Internal Auditor and Superiors in the Ministry.*

EXTRA CURRICULAR ACTIVITIES AND HIGHPOINT OF EXPERIENCE

President, Environmental Protection Agency CDS Group NYSC (Ijebu-Ode). (2019/2020)

- ◆ *Facilitated Enlightenment Campaign for Secondary School Students on Personal Hygiene and Environmental cleanliness.*
- ◆ *Liaised with private organizations, community persons as well as noble individuals for sponsorship for the actualization of our community project.*
- ◆ *Motivated and coordinated members for the group benefit.*
- ◆ *Built a strong relationship with the Local Government Inspector and other CDS Presidents.*
- ◆ *Maintained a good relationship and partnership with the Department of Water Supply and Environmental Sanitation of Ijebu-ode Local Government, Ogun State.*

General Secretary, Environmental Protection Agency CDS Group NYSC (Ijebu-Ode). (2019/2020)

- ◆ *Handled correspondence of the group.*
- ◆ *Presided over meetings and ensured coordination.*
- ◆ *Facilitated outreaches as well as handled public speaking in outreaches.*
- ◆ *Took record and made reports of outreaches and action plan for the following month as well as ensure its submission to the L.G.I*
- ◆ *Facilitated the proposal of Metal Wastebins for some identified communities in Ijebu-ode as our community project.*

Presiding Officer – Ogun State House of Assembly re-run elections (2020)

Class Governor, HND, Department of Office Technology and management, The Polytechnic, Ibadan - (2016-2018).

- ◆ *Coordinated the class for two years*
- ◆ *Facilitated the finalist week program which was full of varieties.*

Member, Constitution review Committee, National Association of Office Technology and Management.

Member, KINGDOM READERS CLUB (KRC) (2014-2015) and (2016-2018)

- ◆ *Participated and came first in the debate competition organized to mark the 2nd Annual Book Day of the club. Topic: "**Good grade, an indicator of a person's knowledge**" in which I opposed. (2015)*

Member Electoral Committee, National Association of Office Technology and Management (NAOTAMS).

President, Independent Bureau of Information (IBI), PRESS COUNCIL, THE POLYTECHNIC, IBADAN. [The conglomerate of all writing units]. (2014/2015).

- ◆ *Coordinated unit members and engaged them in team work.*

- ◆ *Made investigative reports and documented them appropriately.*
 - ◆ *Participated in production activities; writing, editing, typing, proof reading, printing and publishing of news and other articles on our news board.*
 - ◆ *Led team of campus journalists to participate in Student Union and other campus elections as observer.*
- Editor - in – Chief, NATIONAL ASSOCIATION OF OFFICE TECHNOLOGY AND MANAGEMENT (NAOTAMS), THE POLYTECHNIC, IBADAN. (2014/2015).**
- ◆ *Coordinated council members and engaged them in team work.*
 - ◆ *Oversaw production activities; writing, editing, typing, proof reading, printing and publishing of news and other articles on our news board.*
 - ◆ *Active representation of the council across campus meetings both at the management and student levels.*
 - ◆ *Facilitated and coordinated political debate for aspirants for Departmental Association's positions.*
 - ◆ *Participated in screening exercise for aspirants for Departmental elections.*
 - ◆ *Participated as election observer at Student Union, Faculty and Departmental elections.*
 - ◆ *Facilitated and Edited the maiden edition of the Department's Magazine "NAOTAMS EXPLODE" (2015)*

AWARDS/CERTIFICATES

- ✓ **CERTIFICATE OF NATIONAL SERVICE (NYSC 2020)**
- ✓ **Certificate of Service**, Environmental Protection Agency CDS Group, NYSC Ijebu-Ode Local Government, Ogun State. (2020)
- ✓ **Certificate of Accomplishment, in online quiz on "Fire and Safety Management"** - Nexa Process Safety Engineers, 6Q47+GX Palanpur, Surat, Gujarat, India. (2020)
- ✓ **Certificate of Accomplishment, in online quiz on "Confined Space Entry"** - Nexa Process Safety Engineers, 6Q47+GX Palanpur, Surat, Gujarat, India. (2020)
- ✓ **Certificate of Accomplishment, in online quiz on "Safety and Health at Work"** - Nexa Process Safety Engineers, 6Q47+GX Palanpur, Surat, Gujarat, India. (2020)
- ✓ **Award of excellence for outstanding performance in the council**, PRESS COUNCIL, THE POLYTECHNIC, IBADAN. [The conglomerate of all writing units]. (2015)
- ✓ **Award of excellence for outstanding performance in the council**, NAOTAMS PRESS COUNCIL, THE POLYTECHNIC, IBADAN. (2015)

- ✓ **Winner, Annual book day debate competition, KINGDOM READERS CLUB; “Good grade; an indicator of a person’s knowledge” (2015).**

TECHNICAL SKILLS

- Excellent writing skills
- Proven Leadership
- Ability to motivate and coordinate
- Typing presentation Skill
- Computer Literacy Skill
- Team management skill

HOBBIES

- Meeting people
- Writing
- Playing games
- Touring

REFEREES

Dr Isaiah Gbenga Ojo
Department of Special
Education,
University of Ibadan
08060223923

Mr Adenle Gabriel Adebayo
Unity Bank Plc,
Dugbe Headquarter,
Ibadan
08034376599

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08061630104