# **Daniel OlaOluwa Temitope**

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**PHONE:** 08129890350**,** 08059227069  
**PERSONAL DATA**  
 **DATE OF BIRTH:** 11th JANUARY, 1991

**MARITAL STATUS:** SINGLE

**LOCAL GOVT. AREA:** IREPODUN

**STATE OF ORIGIN:** OSUN

**NATIONALITY:** NIGERIAN

**GENDER:** FEMALE

**CAREER OBJECTIVE**I intend to use my experiences, skills with high quality services to create attention­-grabbing services for my employer. My qualities are: good verbal and communication skills, time management, organising, coping with sense and pressure, team working cooperating, supervising leadership potentials, ability to adapt to different working environments and tasks. Innovative, enthusiastic, friendly, resourceful and understanding the organization motive and focus.

**EDUCATION**

**UNIVERSITY OF IBADAN, IBADAN, NIGERIA**

Masters in Personnel Psychology - 2019-2021

**UNIVERSITY OF IBADAN, IBADAN, NIGERIA** 2008–2014

(B.sc) Economics

**INTERNATIONAL SCHOOL, UNIVERSITY OF IBADAN, IBADAN, NIGERIA**

Senior Secondary School Certificate (WAEC & NECO) 2002–2009

**STAFF SCHOOL, UNIVERSITY OF IBADAN, IBADAN, NIGERIA** 1996–2002

**CERTIFICATIONS  
NATIONAL YOUTH SERVICE CORPS (NYSC)** 2014–2015

**UNIPLAN SYSTEMS NIGERIA LIMITED- CONSULTING, TRAINING, RECREUITING, MANPOWER DEVELOPMENT AND SYSTEMS ANALYST**

Seminar/Workshop 2015

**REIGNOVER INTERGRATED SERVICES LIMITED**

Skill Acquisition and Entrepreneurship Development Training 2014-2015  
**BOSATEC COMPUTER SCHOOL**

Desktop Publishing 2016

**SIMSCRAFT CELEBRITY INTERNATIONAL TRAINING SCHOOL**

Pattern Drafting 2019

**SKILLS:**

Proficient in the use of Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint, Windows Movie Maker, Corel Draw and Adobe Photoshop. Good analytical and

Presentation Skills, Flexibility and Adaptability Skills, Good Communication Skills, Organizational Skills, Creativity, Quick in Understanding and Willingness to Learn, Prioritizing Tasks, People Oriented Skills and Attentiveness.

**WORK EXPERIENCE:**

**NATIONAL YOUTH SERVICE CORP- MINISTRY OF ECONOMIC PLANNING AND BUDGET, SECRETARIAT, IBADAN OYO STATE, NIGERIA** 2014-2015

**Responsibilities**: Welcoming guests, preparing budgets, photocopying documents, maintaining financial files and records

**SERVICE ADVISOR- FIRST CITY MONUMNENT BANK (FCMB), ARE, BODIJA, IBADAN, OYO STATE, NIGERIA** 2017-2018

**Responsibilities:** Welcoming, directing and assisting customers, on-boarding customers on alternate channels and imputing alternate channels into the system, enrolling and verifying Bank Verification Number

**INTERN- ODU’A INVESTMENT GROUP, HUMAN RESOURCE DEPARTMENT, COCOA HOUSE, IBADAN, OYO STATE, NIGERIA**

**Responsibilities:** Preparation of monthly reports. 2021

**HR/ADMIN MANAGER- DESIGN FOR LOVE CONCEPTS YABA, LAGOS STATE.** 2022

RESPONSIBILITIES: Dealing with correspondence, complains and queries; Manage office supplies, organise office operations and procedures, preparing of staff payroll, enforce and update office policies as needed.

**HOBBIES**

Meeting and interacting with people, Reading and Travelling.

**REFEREES**

**Justice Olanrewaju Mabekoje**

High Court of Justice, Isabo, Abeokuta, Ogun State

**08037123619**

**Rev. Isaac Ayeye**

Church Pastor,

Bodija Estate Baptist Church, Ibadan, Oyo State

**08061380195**