

ODEGBARO TEMITAYO JOSHUA

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PROFILE

An industrious, visionary and confident individual possessing a nurtured zest for people management and customer service, having outstanding communication skill for building relationships with clients and stakeholders. Proficient in scheduling, data and inventory management. An analytical problem solver highly skilled at overseeing multiple, complex and high value technical projects with excellent planning competencies, has an ability to identify problems and implement solutions that enhance productivity, engage employees and transform customer experience while developing my profession and meticulously achieving the goals of my workplace.

WORK EXPERIENCE

November 2022 - Present

Class Instructor, Christ Majesty Schools, Ado-Ekiti, Ekiti State

- ❖ Developing effective lesson guide in adherence to the teaching curriculum and provided extra help to individual learners
- ❖ Researching on outlined topics with relevant teaching aid and materials to foster learning process
- ❖ Managing students behavior in the classroom and the school premises
- ❖ Implementing activities involving groups during lessons which helps students attain team work and build effective communication amongst students
- ❖ Monitoring learning processes, evaluating students' performance and maintaining accurate record of progress and development
- ❖ Assessing the student continually on a weekly basis either by class exercise or assignment

March 2021 - October 2022

Administrative Officer, Bowen University Commercial Services, Iwo, Osun State

- ❖ Proactively assigned and supervised duties to achieve organizational goals
- ❖ Promptly and swiftly responded to the needs and complains from clients
- ❖ Implemented effective strategies to streamline office operations and responsibilities
- ❖ Exemplified and demonstrated teamwork as well as the ability to multiple task
- ❖ Managed and coordinated projects while ensuring timely completion

- ❖ Identified ways to improve efficiency in operations and delivery to clients
- ❖ Boosted work place productivity and success among employees by dividing the sales team into groups to achieve synergy in the organization
- ❖ Worked with targets in meeting up the organization's goal and clients satisfaction
- ❖ Met deadlines while maintaining high-quality deliverables

EDUCATION

In View National Youth Service Certificate

October 2022 Bachelor of Arts, Education, Adekunle Ajasin University, Akungba-Akoko, Ondo State

PROFESSIONAL CERTIFICATION

Human Resource Policies and organizational Structure - **March, 2023**
(Alison: CDP Certification Services)

Human Resource Management Professional (**HRMP**) - **November, 2022**
(International Institute of Project and Safety Management)

PROFESSIONAL AFFILIATION

Associate, International Institute of Human Resources Management (**AIHRM**)

PROFESSIONAL SKILL

- Human Resources Managerial Skill
- Interpersonal Skill
- Time Management
- Conflict Management
- Problem Solving
- Multitasking
- People Management
- Critical Thinking
- Communication
- Project Managerial Skill
- Scheduling & Planning
- Observation

REFEREE

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