

ADENUSI TEMITOPE THEOPHILUS

No 26, Temidire Street, Orita Obele, Akure.
Ondo State.

Email: adenusitemmytope@ymail.com
Tel: 08060994483

OBJECTIVE

To work effectively with high intelligence and fidelity through self-development, advancement and improvement in order to enjoy job satisfaction and good interpersonal relationship that engenders organizational growth and development.

PERSONAL DATA

Date of Birth	12th December, 1986
Place of Birth	Ondo
Nationality	Nigerian
State of Origin	Ondo
Marital Status	Married

EDUCATIONAL NSTITUTIONS ATTENDED & ACADEMIC QUALIFICATIONS WITH DATE

Wesley University, Ondo Ondo State.	Bachelor of Science in Business Administration & Management	In view
Rufus Giwa Polytechnic, Owo, Ondo State.	Higher National Diploma (Upper Credit) In Office Technology and Management	2013
Rufus Giwa Polytechnic, Owo, Ondo State.	National Diploma (Upper Credit) In Office Technology and Management	2011
National Youth Service Corps	NYSC Certificate	2015
New Era High School, Ijare, Ondo State.	Senior Secondary School Certificate	2006
Futa Staff Primary School, Akure, Ondo State.	Primary School Leaving Certificate	1998

OTHER CERTIFICATES

Strategic Plane	2016
Advance Digital Appreciation Certificate	2018
Statistical Package Training	2018

WORK EXPERIENCE

Employer	Feotamy Factory, Akure, Ondo State	2006
Role	Secretary.	
Employer	Lucade Business Venture, Akure	2008
Role	Office Assistant	
Employer	Ministry of Works, Akure (SIWES)	2010
Role	Office Assistant	
Employer	Isiodu Grammar School, Rivers State. (NYSC)	2014
Role	Class Teacher (Business studies)	
Employer	University of Medical Sciences, Ondo City, Ondo State	2015 till date
Role	Personal Secretary	

EXTRA CURRICULUM ACTIVITIES

Financial Secretary, Department of Office Technology and Management, Rufus Giwa Polytechnic, Owo, Ondo State. 2010-2011 Academic Session.

Financial Secretary, Department of Office Technology and Management, Rufus Giwa Polytechnic, Owo, Ondo State. 2012-2013 Academic Session.

SKILLS AND HOBBIES

Office Management, Speaking, Interpersonal Relation, Reading and Writing.

REFEREES

MR. H.C. Ekpeta

Hercules Offshore, Nigeria
Port-Harcourt.
Rivers State.

07031150815

Mrs. D. J. Awodola

Primary Health Care Board,
Akure North.
Ondo State.

08063335388

Pastor G. O. Daboku

Lion of Judah Gospel Church.
Ilara-Mokin
Ondo State.

08031541990