**OLANREWAJU, TOYIN ABIODUN**

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**Phone Nos: 08039539207, 08161659573, 09030886086**

**CURRICULUM VITAE**

**PERSONAL DATA**

**NAME IN FULL:** OLANREWAJU, Toyin Abiodun

**PLACE & DATE OF BIRTH:** 18th December, 1976/Owo

**STATE OF ORIGIN** Ondo

**LGA:** Ose Local Govt. Area

**NATIONALITY**: Nigerian

**RELIGION**: Christianity

**MARITAL STATUS:** Married

**NO. & AGES Of CHILDREN:** Two (5yrs & 4yrs)

**HOME ADDRESS:** 46, Ogunmowola Street, Owo

Ondo State.

**CONTACT ADDRESS:** As Stated Above

**PHONE NOS:** 08039539207, 08161659573

**E-MAIL ADDRESS:** [toyinolanrewaju35@yahoo.com](mailto:toyinolanrewaju35@yahoo.com)

**EDUCATIONAL QUALIFICATIONS**

**INSTITUTIONS ATTENDED WITH DATES:**

2012-2014 Achievers University, Owo, Ondo State.

2005-2007 Rufus Giwa Polytechnic, Owo, Ondo State.

2001-2004 Rufus Giwa Polytechnic, Owo, Ondo State.

1989-1994 St. Louis Grammar School, Owo, Ondo State.

2000 WAEC @ Ute High School, Ute, Ondo State.

1983-1989 St. Patrick Anglican School, Owo, Ondo State.

**ACADEMIC QUALIFICATIONS WITH DATES:**

2012-2014 B.Sc in Business Administration & Management (Second Class, Upper Division)

2005-2007 Higher National Diploma (HND) in Secretarial Studies (Distinction)

2001-2004 National Diploma (ND) in Secretarial Studies (Distinction)

1989-1994 Senior Secondary School Certificate (WAEC/SSCE)

1983-1989 Primary School Leaving Certificate.

**WORKING EXPERIENCE:**

2016 to date: Personal Secretary at University of Medical Sc., Ondo, Ondo State

2008 to 2016: Confidential Secretary in Achievers University, Owo, Ondo State.

**RESPONSIBILITIES:** Attending to visitors; typing of documents, dispatching and receiving correspondence; ensuring confidentiality, arranging and filing of documents, writing of minutes during meetings etc.

2004-2005 Industrial Attachment @ Hope Ventures Ltd, Owo, Ondo State.

**CURRENT TRAINING PROGRAMME:** Computer Training in Desktop Publishing

**EXTRA CURRICULAR ACTIVITIES:** Reading and Singing

**Full details of teaching and research experience and service to the nation and immediate community where applicable:**

*Certificate of Exemption from NYSC in 2007*

*Chairperson, Students’ Union Electoral Commission in 2007*

**Goals:** To be a fulfilled and responsible person in life, a God-fearing person, pace-setter and an ambassador of my country.

**Objectives:** Ability to learn fast, more and cope with challenges. Willingness to improve and development myself to reach my goals.

**Strength:** Ability to work with little or no supervision.

**THESES**

**The Impact of Cash Management on Profitability in a Manufacturing Company (A Case Study of Unilever Nigeria Plc, Lagos).** *A project written and submitted in partial fulfillment for the requirement of B.Sc in Business Administration & Management, Achievers University, Owo in 2014.*

**Office Automation in the 21st Century: Challenges Posed by Office Automation to the Job of Secretaries** (*A project written and submitted in partial fulfillment of the requirement for the award of Higher National Diploma (HND) in Secretarial Studies to the Department of Secretarial Studies, Rufus Giwa Polytechnic, Owo, Ondo State in 2007.*

**The Use of Audio-Visual Aids in the Teaching of Shorthand and Typewriting** (*A project written and submitted in partial fulfillment of the requirement for the award of National Diploma (ND) in Secretarial Studies to the Department of Secretarial Studies, Rufus Giwa Polytechnic, Owo, Ondo State in 2004.*

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**HONOURS/DISTINCTIONS**

***Certificate of Merit*** *in October, 2012**from Project Swift Count (PSC) for being an Observer during the Gubernatorial Election in Ondo State on 20th October, 2012*

***Certificate of Merit*** *in 2007**from Students Union Government, Rufus Giwa Polytechnic,*

*P. M. B. 1019, Owo, Ondo State.*

**NAMES AND ADDRESSES OF REFEREES**

*1. Dr. J. B. Ogundowole*

*Director, Centre for Extra-Mural and Bridge Programmes*

*Achievers University, Owo, Ondo State.*

*0803-472-9995*

*2. Mr. S. A. Akinola*

*Director of Student Affairs*

*Achievers University, Owo, Ondo State.*

08033542392

*3. Mr. Olufawoye, S. O.*

*College Secretary*

*College of Natural and Applied Sciences,*

*Achievers University, Owo, Ondo State.*

*0803-553-7286*