# Road 3, No 3, Akinrimisi Street, **Mobile Phone:** 08067296370

Off Adeyemi College Road, **E-mail:** kikkypearl@gmail.com

Lipakala Junction,

Ondo**–**State.

# **AKINYOSOYE, KIKELOMO IFEOLUWA (NEE FIFO)**

**Personal Data:** Date of Birth: 12th August, 1988

# Sex: Female

# Place of Birth: Ondo City

State of Origin: Ondo State

## Nationality: Nigerian

Marital Status: Married

No of Children: 2

**Career Objective:** To continuously challenge myself to provide exceptional service always; also to persistently add values and skills to myself to be at best position to attain stated organization goals and objectives and to work in an organization where exceptional performances are rewarded.

**Educational Background:**

 2010  **B.ed Home Economics (2nd class upper division)**

 Adeyemi College of Education, Ondo City, Ondo State

 2004 **Senior Secondary School Certificate**

 Jubilee Community Grammar School, Ondo State

 1996 **First School Leaving Certificate**

 Kings Foundation Nursery and Primary School, Lagos State

**Working Experience:**

**Sept. 2018 Till Date Administrative Officer (Department of Child Dental Health)**

University of Medical Sciences,

Ondo City,

Ondo**–**State.

**Duties:**

* Providing various administrative duties for the department of Child Dental Health
* Taking minutes and writing reports for all the meetings in the department
* Sending, dispatching and receiving of mails for the department
* Serving as secretary to the department of Child Dental Health
* Writing and receiving memos for the department
* Other designated duties by Faculty Officer.

**March 2015 – Jan. 2017 Supervisor**

 **Conoil Plc,**

 **Okelisa,**

 **Ondo State**

 **Duties:**

* Supervising the supply of PMS, AGO and DPK
* Working in line with Manager to ensure proper supply of products
* Managing the affairs of the company when the Manager is on assignment
* Ensuring good working environment for staffs and good communication with customers
* Taking appropriate measure for issues of theft

**Aug. 2013-feb. 2014**  **Receptionist**

Sunway Pyramid Hotel East and West, Persiaran Lagoon,

 Bander Sunway, Selangor,

 Malaysia.

 **Duties:**

* Representing the hotel as the first point of contact to clients
* Working to project a positive image for guests
* Providing all services that are on the list of first contact service
* Initializing the registration procedure for guests
* Operating switch boards and taking phone calls for information, provision and forwarding calls to appropriate departments or person
* On line bookings and reservations

**Mar. 2012-Feb. 2013** **Home Economics Teacher (NYSC)**

 Community Comprehensive College,

 Ekinrinadde,

 Kogi State.

 **Duties:**

* Developing the students in the aspect of food and nutrition
* Helping to impact knowledge to the students in practical works and oral presentation
* Using instructional materials to give the students more understanding
* Students were able to carry out practical activities on their own

 **Training: 2011**

 **Don Bosco Technical / Vocational Institute,**

 **Ondo City,**

 **Ondo State.**

 Certificate of Completion of Training in Computer Appreciation

**Research:** Problems and Prospects of clothing and Textiles recycling in the

 Present economy of Ondo West Local Government Area of Ondo

 State. Athesis submitted to the department of Home Economics,

 Adeyemi College of Education, Ondo State. (2011)

**Other Special Skills:** Excellent Communication Skills. Strong Interpersonal and Relationship Management Skills. Self-driven and result oriented. Good Team Player. Highly innovative with excellent problem solving skills. Proficient in the use of Ms Excel, Word and PowerPoint.

**Hobbies:** Meeting people who can add meaning to my life, Reading, Surfing internet, Swimming and playing indoor games.

**Referees:**

* **Dr., Bridget Awosika**

Department of Home Economics, Faculty of Vocation and Technical

Adeyemi College of Education,

Ondo City,

Ondo**–**State.

08034066306

 **High Chief (Sir) S.O. Oguntimehin,**

* The Lisa of Ondo Kingdom,

Ondo City,

Ondo**–**State.

08033611399

* **Mr, M.A. Fadoju**

Ondo State Referee for Sport,

Ondo City,

Ondo State.

08033800031