

CURRICULUM VITAE

A. Personal Data:

Full Name: Omotayo Tiwaloluwa
Date of Birth: 6th December, 1990
Details of Contact Address: 16 Dele Ojo Oshinle Akure, Ondo State
a. E-mail Address(es): tomotayo@unimed.edu.ng
b. Mobile Phone Number(s): 08032480575
Nationality: Nigerian
State of Origin: Ondo
Local Government Area: Akure South
Permanent Home Address: 5 Surulere Street, Oke-Aro, Akure, Ondo state
Marital Status: Single
Number of Children and their Ages:
Next of Kin: Oluwasola Omotayo
Details of Contact Address of Next of Kin: 5 Surulere Street, Oke-Aro, Akure, Ondo State.
c. E-mail Address(es): oluwasola647@gmail.com
d. Mobile Phone Number(s): 08069255047
e. Permanent Home Address: 5 Surulere Street, Oke-Aro, Akure, Ondo State.
Date of Assumption of Duty: 7th May, 2020
Rank/Status of First Appointment: Head Porter
Present Status : Hall Manager II
Date of Last Promotion: September, 2023
Present Salary, Grade Level and Step: #1,740,000, Contiss 7 and Step 3
Date of Confirmation of Appointment: 11th May, 2023
Faculty/Directorate: Student Affairs Division
Department/Unit: Student Affairs Division

Educational Background:

Higher Educational Institutions Attended with Dates

Adekunle Ajasin University Akungba Akoko	2017 - 2021
Adekunle Ajasin University Akungba Akoko	2009 - 2013

Academic/Professional Qualifications and Distinctions Obtained with Dates

M.Sc. Social Psychology	2017 -2021
B. Sc Pure and Applied Psychology Second Class Lower	2009- 2013

B. Work Experience with Dates:

University of Medical Sciences Ondo, Ondo State	2022 - Till date
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HALL- MANAGER II

Allocate and manage accommodation.
Control rent/hostel payments and arrears.
Oversee property maintenance and arrange for repairs to be carried out.
Supervise cleaning and maintenance staff.
Look after the welfare of students and staff.
Ensure the property complies with all health and safety regulations
Report any abnormalities to the Administrative Officer/Dean.

HEAD PORTER

- Supervision of hall porters' activities.
- Receive porters' end of shift report as per establishment timelines.
- Receive any behavior of misconduct by students from porters for onward communication to the hostel manager.
- Ensure that the hostel surroundings are clean and tidy.
- Receive damages report made by students from porters for repair, call technicians and monitor repairs.
- Receive report from porters concerning sanitation, water supply, electricity and other problems that affect the students' welfare for necessary action.
- Prepare weekly work Schedule for porters

Bolsanm College Akure, Ondo State

2015-2017

HOSTEL SUPERVISOR

- Ensure high standard of presentation and richness in the hostel.
- Responsible for gneral maintenance of the hostel premises and properties in the school.
- Assist in providing a friendly and caring environment for students and parents.
- Maintain good communication with parents and keep them well informed about child's wellbeing especially when ill.
- Care for physical health of boarders when they are back to school with illness.
- Keep all files and record of students concerning hostel accommodation.

Grand Peculiar Ventures Limited, Akure, Ondo State

2014-2015

CUSTOMER CARE REPRESENTATIVE/SALES REPRESENTATIVE

- Attend and resolve customer's enquiries and queries.
- Transfer/follow upon more complicated queries to technical support team for assistance.
- Promote growth in sales through marketing of the company's products and services.
- Ensure that there is compliance with the company's established core values for every step of transaction/interaction.
- Maintain and update a comprehensive database of all existing and new customers.
- Sales of phones and SIM cards.
- Retrieval of lost or damaged SIM cards.
- Activation of data bundle.

Local Government Council, Okigwe Imo State

2013-2014

NATIONAL YOUTH SERVICE CORPS

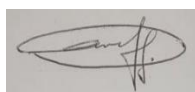
- Settlement of dispute through the enforcement of the laws to maintain peace within the community.
- Creating awareness among the community regarding laws and promotion of social dialogue to establish peace in the community.
- Settling of dispute between couples.
- Settling of land dispute among family members.

Primary Health Care Center, Ita-Foko Ibadan Oyo State

Jan. 2012-March 2012

INTERNSHIP (COUNSELOR)

- Counsel the less privilege.
- Counsel the HIV victims.



29th July, 2024

Signature: Date: