CURRICULUM VITAE

**SUMMARY**

A valued-oriented individual with good communication and  
interpersonal skills, able to learn fast, apply big picture thinking  
to solve problems and adapt to a challenging work environment.  
  
**PERSONAL DATA**

a. Name: Nomiye Oluwadamilola Isaiah  
b. Date of Birth: 9th September 1989  
c. Place of Birth: Igbokoda  
d. Marital Status: Single  
e. Religion: Christianity  
f.  Sex: Male  
g. Next: of Kin: Nomiye Oluwamayomikun  
h. State of Origin: Ondo  
i.  Local Government: Ilaje  
j.  Nationality:  Nigeria  
k. Permanent Contact Address: CCC Asiko Oluwa Parish 5, Along Pima Hosp. Rd, Ore, Ondo State, Nigeria.  
l. Email: [nomiyeoluwadamilola115@gmail.com](mailto:nomiyeoluwadamilola115@gmail.com)  
m. Phone Number: 08064929940, 08053887791  
  
**INSTITUTIONS ATTENDED WITH THE DATE**  
a. Federal Polytechnic Offa Kwara, State.                                  2015 – 2017                                       
b. Crown Polytechnic Ado – Ekiti,                                          2009 – 2012                                       
c. Cherubim & Seraphim Academy Ugbonla, Ondo State.             2001 – 2007                       
d. St’ Paul’s African Church School Ibaka, Akwa Ibom State.        1994 – 2000  
  
 **CERTIFICATE OBTAINED**  
a. National Youth Service Corp                                                     2018 – 2019  
b. ICT SAED                                                                              2018 – 2019   
c. HND IN ACCOUNTANCY                                                      2015 – 2017  
d. OND IN ACCOUNTANCY                                                    2009 – 2012  
e. West African Senior School Certificate (WAEC)                        2001 – 2007  
f. Primary School Leaving Certificate (PSLC)                               1994 – 2000

**TRAINING ACQUIRED**

a. Good Command and creative ability to play drums  
b. Proficiency in Microsoft Office applications such as Ms. Word Ms. Excel and PowerPoint  
c. Ability to fix some technical issues that may arise.  
d. Good in forecasting the future occurrence  
 **WORK EXPERIENCE**

a. National Youth Service Corp                                             May 2018 – March 2019  
National Water Resources Institute Mando, Kaduna State.  
  
**Roles AND DUTIES**

1. Preparing of staff and contractors’ payment mandate  
2. Preparing the Institute trial balance  
3. Preparing bank reconciliation statements  
4. Treating of files  
5. Recording of incoming and outgoing files  
6. Personal assistance to the Head of a department  
7. Training of I.T students in the Institute.  
8. Handling of the Institute cash book

**SUNRISE NURSERY & PRIMARY SCHOOL ORE, ONDO STATE.  
CLASS TEACHER**

i. Invigilating of student’s examination  
ii. Arranging student’s files  
iii. Vetting of student’s result  
iv. Coordinating the students for school debates and quiz  
v.  Organizing extra lessons for the student.

**INDUSTRIAL TRAINING                                             2011 – 2012**

**NIGER DELTA DEVELOPMENT COMMISSION IGBOKODA ONDO STATE**.

i.      Assisted in handling data and project monitoring  
ii.     Handling of cash book  
iii.    Preparing bank reconciliation statement  
iv.     Personal assistance to the Principal Manager

v.      Preparing of payment voucher

**ADDITIONAL INFORMATION**  
a.      Good writing and verbal communication skills  
b.      Leadership skills  
c.      Problem solving and decision-making skills  
d.      Project management skills  
e.      Good interpersonal skills with the ability to work effectively in a team  
f.      Ability to work effectively with minimum supervision and under pressure  
g.      Excellent attention to details  
h.      Creative and innovative skills

i.      I speak English and the Yoruba language.

**HOBBIES**  
a. Music b. Traveling c.Singing d. Dancing e. Meeting new friends  
  
**REFEREES**

a. Prof. Adolphus Loto  
DVC (Admin & Clinical Service UNIMED Ondo State.  
08121557319  
b. **HRH A.K Ikuesan**  
Olubo of Obenla Kingdom  
**Tel**: 08051367200, 07039538036

c. **Hon. Jatuwase Olamigoke FCPA**  
 Hon. Chairman Ilaje Local Government  
 **Tel**: 08053132032