**CURRICULUM VITAE**

**OBJECTIVE**: To operate with utmost professionalism and become the very best in my chosen field and career while driving my goals in synchronism with, and working for, the advancement of a world-class organization.

1. **PERSONAL DATA**

Name: Ojumu Opeyemi Tomilola

Sex: Female

Date of Birth: July 14, 1991

Marital Status: Single

Religion: Christian

Local Government Area: Akoko South-East

Home Town: Ifira

State of Origin: Ondo

Nationality: Nigerian

Contact Address Plot 1 Block 3 Omitogun Estate, Ilesa/Owo

Express way, Akure, Ondo State

Mobile Phone: 08104956711

1. **EDUCATIONAL BACKGROUND**
2. **INSTITUTIONS ATTENDED WITH DATES:**

* National Open University of Nigeria 2014 till date
* Goshen Computer Centre, Akure 2010-2011
* Ideal Prospects High School, Okitipupa 2013
* O'luorogbo Grammar School, Akure 2002-2008
* Brilliant Int'l Primary School, Akure 1996-2002

1. **ACADEMIC QUALIFICATIONS WITH DATES:**

* B.Sc in Math/Computer Science (In view)
* Diploma in Information Technology 2011
* Secondary School Certificate (WASSCE) 2013
* Primary School Leaving Certificate 2002

1. **WORKING EXPERIENCE:**

* **Royadex Computer Centre, as Computer Operator** 2011-2012
* Proper align, setting and accurate arrangement of document in Microsoft applications such as word, excel etc
* Typesetting of student projects, designing certificates, invitation cards, envelopesetc
* **IFAD/FGN/NDDC CBNRMP,** (Ondo State Programme Office)

**Computer Analyst** - 2012-2016

* Typing and production of Supervision Mission Reports
* Typing and production of Programme Annual Work plan and Budget
* Typing and production of memos and confidential letters
* Typing and production of mid-term review, quarterly and progress reports/annual reports
* Participation in impact survey and thematic survey on capacity building, poverty reduction, institutional and gender development

**Ag. Knowledge Management Officer** - 2016

* Promote knowledge-sharing in the organization by engaging units, offering training required, and facilitating seamless exchange of information with both internal and external parties
* Lead the effort to systematically document programme innovations and success stories for scaling up, organize training and project knowledge sharing events in close collaboration with project staff
* Working with technical experts in the organization to develop and disseminate knowledge products i.e newsletters, technical briefs, technical reports, success stories etc
* Ensures effectiveness of KM programs and activities by analyzing KM activities, monitoring their use, and measuring their impact
* Serves as key contact for information requests by responding to queries and by assisting clients in accessing KM tools and resources
* **Team Eagle Company Limited Planet Nest, IT/Siwes** - 2016-2017
* Skill development on web creation, framework and design using various web application tools
* **WORKSHOP/TRAININGS ATTENDED WITH DATES:**
* Pre mission visit to Port Harcourt on 5th IFAD Direct Supervision Mission, June 2012.
* A meeting for the Realignment of the 2013 AWPB with the Recommended Liberian Mode, held in Port-Harcourt from 27th November – 1st December 2012
* Preparation of 2013 Annual Work Plan and Budget between 17th and 24th of September 2012, Port-Harcourt
* A meeting at Port Harcourt between 18th and 27th June, 2012 so as to review and fine turning Ondo State draft report of 5th IFAD direct supervision mission report in line with the revised 16 –key indicators report format.
* An M&E Working Session on the 6th IFAD Pre-Mission meeting and working session from 27th November – 1st December 2012, Port Harcourt, River State.
* The realignment of 2013 AWPB with the recommended Liberian mode at Port-Harcourt, Rivers State between 4th –8th November 2012.
* The consolidation of the 2013 Annual Work Plan and Budget, accounting software life-posting and implementation between 24th and 30th of September, 2012 at Port Harcourt, Rivers State.
* 6th IFAD Direct Supervision Mission, December 2012, Akure
* 5th IFAD Supervision Mission and Presentation of Ondo State Mission Report to the mission team in Port Harcourt, Rivers State between 9th and 10th July, 2012.
* Presentation on Performance Monitoring Plan (PMP) generated data, Draft of Annual Work Plan and Budget (AWPB) for 2013, Financial Statements and Reports, Audits Report amongst others between 2nd – 6th December, 2012.
* Preparation of 2014 Annual Work plan and Budget, Port-Harcourt, Rivers State on 20th – 31st October 2013.
* Impact Survey training on 17th December, 2013 in Benin, Edo State.
* Presentation on Performance Monitoring Plan (PMP) generated data, Draft of Annual Work Plan and Budget (AWPB) for 2014, Financial Statements and Reports between 13th – 18th April, 2014, Port Harcourt, Rivers State.
* Preparation of Action Plan drawn from the current Annual Work Plan and Budget (AWBP) between 11th – 14th June, 2014, Port Harcourt.
* Preparation of Mission Report and a Review of the Performance of each State in the 2014/2015 AWPB between 3rd – 9th October, 2014, Calabar, Cross River State.
* Geo-Indenting of CBNRMP Enterprises for Compilation of the Enterprises at Owerri, Imo State between 30th October – 4th November 2014
* 7th IFAD Supervision Mission holding from  16th June – 3rd July, 2013, Port Harcourt, Rivers State.
* 14th Joint Implementation Support Mission, 18th– 22nd November 2013, Port Harcourt, Rivers State.
* 15th Joint IFAD Supervision Mission, Presentation of State Report, between 23rd April to 10th May, 2014 at Port Harcourt, Rivers State.
* 16th Joint IFAD Supervision Mission, 19th October to 7th November 2014, Port Harcourt, Rivers State.
* Preparation of Mission Report and a Review of the Performance of each State in the 2014/2015 AWPB between 10th – 29th May 2015, Port Harcourt.
* 17th Joint IFAD Supervision Mission, between 28th April – 3rd May, 2015, Port Harcourt, Rivers State.
* Participation in Code Preneur 2016 on web development and applications between July and September, 2016 at Futa, Akure.

1. **HOBBIES:**

Reading and Singing

1. **PERSONAL SKILLS:**

* Ability to use Microsoft office packages: Microsoft Word, Excel, Powerpoint, Corel etc
* Proficient in internet usage, etc

1. **REFEREES:**
2. **Amuwa Williams**

Director, Agricultural and Extension Services

Agricultural Development Project

Akure.

1. **Ogunleye B.A.**

Director, Agricultural Technical Services

Agricultural Development Project

Akure

1. **Odeyemi Abel**

Deputy Director, Agricultural and Extension Services

Agricultural Development Project

Akure.