

CURRICULUM VITAE

NAME IN FULL: ADEMOLA, OLUFUNMILAYO FOLASADE
DATE OF BIRTH: 30th July, 1975
STATE OF ORIGIN: Oyo State
NATIONALITY: Nigerian
PERMENANT HOME ADDRESS: No 11, Holiness Road, General Overseer Quarters,
Redemption Camp, Mowe, Ogun State.
POSTAL ADDRESS: C/O Mrs. Oyeboade T. T.
Library Department,
Federal Polytechnic, P.M.B 231
Ede Osun State.
MARITAL STATUS: Married
NUMBER OF CHILDREN AND AGE: Three (14, 12 and 7) years
PHONE NUMBERS: 08141732880, 08094548997
E-MAIL ADDRESS: olufunmilayofolasade@hotmail.com

CAREER OBJECTIVE

To develop a career with a dynamic and reputable organization whose demand for hard work, honesty and commitment will enhance my desire to succeed and to contribute positively to the objectives of the organization.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

Lagos State Polytechnic Ikorodu	2007-2010
Teacher's Training College DLS OritaAperin Ibadan	1999-2002
Government Technical College Igbo-Ora, Oyo State	1993-1996
Moslem Grammar School Odinjo Ibadan, Oyo State	1986-1992
Awotunde Community Primary school, Olorunsogo, Ibadan.	1980-1986

ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

National Diploma in Business Studies (Upper Credit)	2010
West African Examination Council	2013
Federal Craft Training Examination Result	1996
National Business and Technical Examination Board Result	1996
Junior Secondary School Odinjo Ibadan, Oyo State	1989
Primary School Leaving Certificate	1986

WORKING EXPERIENCE

Christ National Nursery and Primary School Ibadan Post: Class Teacher/Secretary	1997-2000
Happy Day Nursery and Primary School Ibadan Post: Class Teacher/ HeadTeacher	2000-2005
Happy Day Nursery and Primary School Ibadan Post: Student Teacher	2000

Omoyeni Memorial Primary School Orita Aperin Ibadan 2001
Post: Student Teacher

College of Humanities, Redeemer's University, Redemption Camp, Mowe 2005-2010
Post; Office Assistant (Duties Performed)

- a. Filling of document
- b. Receiving of incoming mails and dispatching outgoing mails
- c. Collation of examination question
- d. Photocopying and circulation of minutes of meeting
- e. Issuing of clearance to the Student during registration

Bursary Department, Redeemer's University, Redemption Camp, Mowe 2010-2013
Post; Senior Office Assistant

Payroll and Account Payable (Duties Performed)

- a. Raising payment voucher
- b. Issuing school fee receipt during registration
- c. Filling and photocopying of document
- d. Receiving of incoming mails and dispatching of outgoing mails
- e. Reconciliation of retirement journal voucher, payment voucher and petty cash voucher

Redeemer's University Health Centre, Medical Record Department March 2013 – Sept 2014

Post: Head Office Assistant (Duties Performed)

- a. Opening of file for new Client (Students, Staffs, and Private)
- b. Collection of cash and issue of receipt
- c. Monthly statistic for Staffs, Students and Private Client
- d. Giving files to the Clients and filling of files on daily basis
- e. Computerization of Students, Staffs and Private Client Bio-data and record in the computer system for reference purpose

Student's Affairs Department, Mountain Top University, Beside MFM Prayer City, Ogun State March 2016 Till Date

Post: Porter Hall of Residence (Duties Performed)

- a. Ensure that each student tenders the necessary document at the porters lodge before entering and leaving the hostel
- b. See to the welfare of the students
- c. Ensure student obeys the rule and regulation of the organization
- d. Giving necessary official assistant to the students
- e. Ensure students to be in conformity with the dress code before leaving the hostel

CONFERENCE/WORKSHOPS/COURSES ATTENDED WITH DATES

Advanced Digital Appreciation Programme for Tertiary Institution (ADAPTI) 2016

PUBLICATION

The impact of Consumer behavior on Organization Profitability
A project work presented to Department of Business Studies,
Lagos State Polytechnic Ikorodu, Lagos State.

PERSONALITY BODY

Reliable, trustworthy, creative, confident and articulate with interpersonal skills, work without supervision, work under stress and team work

EXTRA CURRICULAR ACTIVITIES

Reading, Writing and Singing Praises

REFEREES:

Pastor (Mrs.) Adenike Ilori (08038408313)

Head of Department
Sanitation Department
RCCG Redemption Camp
Mowe, Ogun State

Pastor R. A. Adebayo (08062734338)

Pastor-in-Charge
RCCG El-Shaddai Zone
Agbangudu
Ede, Osun

Mr. Kunle Abogunloko (08060367036)

Department of Theatre Art
College of Humanities
Redeemer's University
Ede, Osun State.

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RCCG Workers-In-Training Certificate	2009
RCCG School of Disciples Certificate	2011
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**Student's Affairs Department Mountain Top University, Beside MFM Prayer City, Ogun State
March 2016 Till Date**

Post: Porter Hall of Residence (Duties Performed)

- a. Ensure that each student tender the necessary document at the porter lodge before entering and leaving the hostel
- b. See to the student welfare
- c. Ensure students obey rules and regulation of the organization
- d. Giving necessary official assistant to the student
- e. Ensure students to be conformity with the dress code before leaving the hostel

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Mr. Kunle Abogunloko (08060367036)

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Ede, Osun State.

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NAME IN FULL: **ADEMOLA,OLUFUNMILAYO FOLASADE**

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STATE OF ORIGIN: Oyo State

NATIONALITY: Nigerian

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PHONE NUMBER: 08141732880
PLACE: Lagos
DATE OF BIRTH: 30th July, 1975
STATE: Oyo State
LOCAL GOVERNMENT: Ibadan South East
NATIONALITY: Nigerian
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CURRENT POSTAL ADDRESS: No 11, Holiness Road, General Overseer Quarters, Redemption Camp, Mowe, Ogun State.
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Redeemer's University Health Centre, Medical Record Department March 2013 – Sept 2014

Post: Head Office Assistant (Duties Performed)

Salary: RUHSS 3 STEP 7

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Salary: CONTISS 03 SETP 9

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Mr. Kunle Abogunloko (08060367036)

Department of Theatre Art
College of Humanities
Redeemer's University
Ede, Osun State.

No 11 Holiness Road
General Overseer Quarters
Redemption Camp
Mowe
Ogun State

18th April, 2017

The Deputy Registrar
Mountain Top University
Beside MFM Prayer City
Km12, Lagos-Ibadan Expressway
Ogun State
Nigeria

Dear Sir,

APPLICATION FOR THE POST OF LABORATORY ASSISTANT

I humbly apply for the post of Laboratory Assistant in your reputable Institution.

Detailed information concerning my Bio-data, Educational qualification and work experience are contained in the attached curriculum vitae.

I shall be grateful if my application is given a favourable consideration.

Thank you.

Yours faithfully,

ADEMOLA, Olufunmilayo Folasade