

# Oguntola Oluyemi Gabriel

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Papa Aseese, Ibafo – Ogun State

## Bio data

- ➔ Born - October 10, 1970
- ➔ Sex - Male
- ➔ Place of Birth - Eruwa
- ➔ State of Origin - Oyo
- ➔ Nationality - Nigerian
- ➔ Local Govt. Area - Ibarapa East
- ➔ Marital Status - Married

## Schools Attended With Dates

- ➔ The Federal Polytechnic, Ilaro, Ogun State - 1995 - 1998
- ➔ The Federal Polytechnic, Ilaro, Ogun State - 1992 - 1994
- ➔ Obaseku High School, Eruwa, Oyo State - 1979 - 1984

## Qualifications Obtained with Dates

- ➔ Higher National Diploma (HND), Secretarial Studies (Upper Credit) - 1998
- ➔ National Diploma (ND), Secretarial Studies (Upper Credit) - 1994
- ➔ Senior Secondary Certificate of Education - August 1991

## Work Experience

### Mountain Top University

Period: ✓ University Library (February 01, 2016 to Date)

Positions: Senior Personal Secretary II (October 01, 2022 to Date)  
Personal Secretary (October 01, 2019 to September 30, 2022)  
Confidential Secretary (Feb. 01, 2016 to September 30, 2020)

**Duties:** Performing administrative and secretarial duties for the University Librarian as follows:

- Preparation of correspondences for the University Library
- Attend to/entertain University Librarian's visitors
- Handle incoming and outgoing mails
- Ensure availability of supplies/utilities in the Library
- Attend to telephone calls on behalf of the University Librarian
- Maintenance of office equipment in the Library
- Supervision of junior staff of the University Library
- Ensure a tidy/clean environment/ambience
- Perform any other duties assigned by the University

### **Peopleplus Management Services Limited/Zenith Bank Plc**

- Period: ✓ Head Office, Plot 87, Ajose Adeogun Street, Victoria Island, Lagos (March 01 to April 30, 2013)  
✓ Ogudu Branch (May 2013 to January 2016)

Position: Secretary to Head, Ikorodu Zone, Ogudu

- Duties:** Performing administrative and secretarial duties for the Zonal Head as follows:
- Preparation of correspondences for the Zonal Head
  - Attended to/entertain Zonal Head's visitors
  - Preparation of daily, weekly and monthly performance reports of the zone for executive management's use
  - Arrange the branch/zonal meetings and prepare minutes accordingly.
  - Maintenance of an effective filing system.
  - General maintenance of the DGM/Zonal Head's office
  - Perform any other duties assigned to me

### **Oceanic Securities Int'l Ltd/Oceanic Bank International Plc**

- Period: ✓ Toyin Street Branch (February 2001 – October 2009)  
✓ Ikeja 1 Branch (October 2009 – October 2010)  
✓ MFM Branch (November 2010 to February 2012)

Position: Branch Administrative Secretary

- Duties:** Performing administrative and secretarial duties for the branch as follows:
- Preparation of memos and letters for the branch
  - Handling of incoming and outgoing mails for the branch
  - Administration of proper filing system
  - Arrangements of meetings and preparation of minutes
  - Maintenance of the bank's fixed assets in the branch
  - Administration and maintenance of the branch's store (inventory management)
  - Liaise with government agencies (Local Govt., PHCN, FIRS etc) on behalf of the branch
  - Supervision of all junior staff in the branch
  - Performance of any other duties assigned to me

### **Three Circles Investment & Securities Ltd.**

Period: July 2000 – January 2001

Position: Secretary

- Duties:**
- Performing Secretarial duties for the company
  - Reporting to the Commercial Manager on general Administration matters.

**Research/Academic Work**

**Effective Reward and Compensation Administration:** "An Overview of a Motivational Tool in Business Management" (HND Project)

**Computer Knowledge**

Microsoft Word, Microsoft Excel, Power Point, SAP

**HOBBIES**

Reading, Playing Football and Travelling

**Referees****Mr. Adedeji Ibrahim Taiwo**

Ibrahim Adedeji & Co. (Chartered Accountants)  
67, Awolowo Way, Ikeja  
Lagos  
08033161656, 08099740747

**Mr. Tolulope Aderibigbe**

Union Bank of Nigeria Plc  
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**Mr. Adetola Okeowo**

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