

OLATUNJI FEMI ABIODUN

Date of Birth: 26 Dec. 1986

Nationality : Nigerian

State of Origin: Osun

Marital Status: single

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INSTITUTIONS ATTENDED & ACADEMIC QUALIFICATIONS OBTAINED WITH DATES

<u>INSTITUTION</u>	<u>QUALIFICATION</u>	<u>PERIOD</u>
Obafemi Awolowo University	B.A. Fine Art	2013 – 2017
Emmanuel Alayade college of Education	Fine Art	2007 - 2011

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL BODIES

Information Communication Technology (ICT). 2014

EMPLOYMENT HISTORY/WORK EXPERIENCE WITH DATES

<u>ORGANISATION</u>	<u>DESIGNATION</u>	<u>PERIOD</u>
Gracious height group of school	Fine- Art Teacher	2020 till now
Ife Psychological Centre	Book keeper	March 2018-Sept, 2019
Chi farm.	Supervisor (IT) student	May, 2015
Community grammar school	teacher (IT) Student	2009

SUMMARY OF KEY ROLES AS AN FINE ART TEACHER

Responsibilities include, but not limited to:

- To pass knowledge across to the student

SUMMARY OF KEY ROLES AS AN SUPERVISOR

Responsibilities include, but not limited to:

- Prepare daily outstanding invoices' report
- Support in strengthening internal controls across the company
- Stock & inventory management
- Ensure compliance with all relevant tax regulations
- Constantly developing and suggesting new technologies to make business better.

SUMMARY OF KEY ROLES AS AN BOOK KEEPER

Responsibilities include, but not limited to:

- Edited documents for dispatch
- Attended to guests at the Registrar's office's front office

SKILLS

- Strong language skills
- Adaptability
- Assertiveness
- Excellent use of MS Office, Corel draw and Photoshop
- Decision making skills
- Problem-solving skills
- Excellent team spirit
- Good presentation skills
- Good oral and written communication skills
- Persuading, influencing and negotiating skills

REFEREES

Prof. Akinsola olowu
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