

# AKINTOROYE OLUWATOSIN EMMANUEL

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## PROFESSIONAL SUMMARY

Organised and analytical Industrial Mathematics graduate with practical experience in administrative support, data entry, documentation, statistical analysis, filing and record keeping. Experienced in supporting office activities and working with data, with a strong interest in data analysis, budgeting, financial reporting and planning. A quick learner with strong attention to detail, organisational ability and effective communication skills. Seeking an opportunity to contribute analytical and administrative skills in a professional organisation.

## CORE SKILLS

- Data Analysis
- Financial Reporting
- Filing & Record Keeping
- Record Updating
- Attention to Detail
- Statistical Analysis
- Administrative Support
- Organisation & Administration
- Document Management
- Time Management
- Budget Tracking & Management
- Data Entry & Documentation
- Microsoft Word & Excel
- Communication Skills
- Quick Learning & Adaptability

## PROFESSIONAL EXPERIENCE

### SIWES INTERN

#### Department of Budget, Finance, Statistics & Planning

- Performed data analysis and statistical analysis to support departmental activities.
- Assisted with handling and interpreting data for planning and reporting purposes.
- Gained practical exposure to budget, finance, statistics and planning activities.

### ADMINISTRATIVE / OFFICE INTERN

#### Abigi Secretariat, Waterside, Ogun State

- Performed data entry and maintained accurate administrative records.
- Updated and organised office records and documentation.
- Handled filing and record-keeping activities.
- Assisted with the organisation and management of office documents.
- Supported routine administrative duties and helped maintain an organised office environment.

### NYSC MATHEMATICS TEACHER

#### Glory Kiddies Nursery and Primary School

- Taught Mathematics to pupils using clear and engaging teaching methods.
- Prepared lessons and supported pupils' understanding of mathematical concepts.
- Maintained an organised approach to lesson planning and classroom activities.
- Communicated effectively with pupils and school staff.
- Developed strong organisational, communication, planning and responsibility skills.

## EDUCATION

### B.TECH. INDUSTRIAL MATHEMATICS

Ondo State University of Science and Technology | 2024

### SENIOR SECONDARY SCHOOL CERTIFICATE (SSCE)

Fortune Private School | 2013

## CERTIFICATION

### NYSC DISCHARGE CERTIFICATE

National Youth Service Corps (NYSC) | 2025

## DIGITAL & ANALYTICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Data Entry
- Data Analysis
- Statistical Analysis
- Digital Documentation
- Financial Reporting
- Budget Tracking & Management

## PERSONAL STRENGTHS

Quick learner • Adaptable • Organised • Detail-oriented • Reliable • Good communication skills • Willingness to learn and develop

## REFERENCES

Available upon request.