

ADEKANYE EMMANUEL ADETAYO

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PROFESSIONAL SUMMARY

Agricultural and Biological Engineering graduate with ND in Electrical and Electronic Engineering. Completed NYSC as Administrative Assistant at Nigerian Defence Academy, managing office records, documentation, and daily operations. Gained hands-on exposure to electrical handling and equipment maintenance during industrial training at International Tobacco Company. Technically skilled in electrical installation, process support, and data entry with strong discipline, organization, and teamwork. Seeking to apply dual engineering and administrative background to support efficient operations in a technical/industrial organization.

KEY SKILLS

- Electrical & Maintenance : Electrical Installation, Equipment Troubleshooting, Preventive Maintenance
- Engineering : Agricultural Machinery Operations, Irrigation Systems, Process Optimization
- Administration : Office Records Management, Report Writing, Data Entry, Documentation
- Technical Tools : Microsoft Office Suite, Electrical Testing Tools, Process Monitoring
- Industry Experience : Industrial Operations Support, Compliance Documentation, Inventory Coordination
- Soft Skills : Team Collaboration, Problem Solving, Fast Learning, Discipline & Time Management

PERSONAL DETAILS

Date of Birth: 28th May

Gender: Male

Marital Status: Single

Nationality: Nigerian

Languages: English, Yoruba

EDUCATION BACKGROUND WITH DATE

Kwara State University, Malete, Kwara State_ | 2024

B.Eng. Agricultural and Biological Engineering

Kwara State Polytechnic, Ilorin, Kwara State_ | 2018

ND. Electrical and Electronic Engineering

Baptist Grammar School, Omifon, Ondo State_ | 2016

Senior Secondary Certificate, WAEC

Ebenezer Nursery and Primary School, Ilorin, Kwara State_ | 2010

First School Leaving Certificate

WORK EXPERIENCE

- **National Youth Service Corps (NYSC) | Department of Administration**
 - ✓ Nigeria Defense Academy, Kaduna, Nigeria_ | Sept 2025 – Sept 2026
 - ✓ Support administrative operations and documentation for department activities
 - ✓ Assist in record keeping and coordination of daily office tasks
- **National Youth Service Corps (NYSC) orientation Broadcasting services OBS**
 - ✓ Supposed media operations including content coordination and broadcast scheduling
 - ✓ Assisted with documentation, announcement, and public information dissemination
 - ✓ Collaborated with team to ensure timely and accurate communication within the orientation camp
- **International Tobacco Company**

Utilities department | ilorin kwara state | 2024 - 2025

- ✓ Assisted in production, packaging, and utilities operations to ensure smooth plant processes
- ✓ Supported maintenance of utility equipment including generators, water systems and power distribution
- ✓ Ensured compliance with safety, health, and quality standards in the production environment
- **Olam Food Ingredient, Outspan Nigeria Limited**
 - ✓ Industrial Training_ | 2023 – 2024
 - ✓ Gained practical experience in food processing and plant operations
 - ✓ Supported technical team with equipment monitoring and maintenance logs
- **Arogungunjo Farm Limited**
 - ✓ SIWES | Kwara State_ | 2022
 - ✓ Participated in farm operations and agricultural equipment handling
 - ✓ Learned crop management and machinery maintenance practices

HOBBIES

Reading, Praying, Singing, Writing

REFERENCES

Available upon request