

Funmilayo Olatunde

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CAREER OBJECTIVE

To pursue excellence, originality, and precision at all times by dedication to duty and attaining professional proficiency. I am a unique person with an eye for innovation and creativity, armed with inter-personal, negotiation, communication, and presentation skills.

EDUCATION

- Tai Solarin University of Education, Ogun State.** 2018 – 2023
Bachelor of Art, History and Diplomatic Studies, Third Class Division
- High Que Secondary School, Oshodi, Lagos State.** 2012 – 2018
WASSCE/SSCE Certificate
- Toylik Nursery / Primary School, Mafoluku, Oshodi, Lagos State.** 2007 – 2012
Primary School Leaving Certificate

WORK EXPERIENCE

Sept. 2017 – July 2018: Toylik Nursery / Primary School, Mafoluku, Oshodi, Lagos State.

Position: Secretary / Class Teacher

Responsibilities / Duties

- Issue school quotations and attend to prospective employees.
- Educate pupils on academic and moral activities.
- Keep records of staffs and pupils.
- Partake in laboratory processes.

June 2022 – Sept. 2023: Taste Rich Restaurant, Dopemu, Lagos State.

Position: Operations/Sales Manager

Responsibilities / Duties

- Ensure that the products and services meet quality standards and customer expectations.
- Strategic planning process to determine the best ways to increase efficiency and productivity.
- Develop and implement effective sales strategies to drive revenue growth.

Oct. 2023 – Oct. 2024: Community High School, Fiditi, Oyo State (NYSC).

Position: History Teacher

Responsibilities / Duties

- Sensitize students on positive attitude in school to achieve academic excellence.
- Organize competitions and quizzes to instill competitiveness and improve positive interaction among the students.
- Periodic test of academic prowess through group and individual assessments.

Feb. 2025 – Mar. 2026: Jabootech Nigeria Limited, Oshodi, Lagos State.

Position: Office Administrator

Responsibilities / Duties

- Effectively communicate and implement company policies.
- Receiving calls and addressing them appropriately.
- Booking and noting time of appointments.
- Overseeing the replacement of office supplies.

SKILLS AND COMPETENCES

Computer skills and competences

- Proficiency in computer operations and desktop publishing
- Proficiency in Microsoft Office application suite

Organization skills and competences

- Good oral communication skill
- Leadership and soft skills
- Good communication and human relation skills
- Ability to work with minimal or no supervision

Technical skills and competences

- Sound knowledge in writing
- English proficiency

INTEREST AND HOBBIES

- Research and Development
- Business and career management
- Travelling
- Reading

PERSONAL PROFILE

- **State of Origin** : Ogun State
- **Marital Status** : Single
- **Nationality** : Nigerian
- **Gender** : Female
- **Known Languages** : English

REFERENCES

Available on request.