

# OJO OLUWAFEMI TOHEEB

*Abule Egba, Lagos State, Nigeria*

**Tel. No.:** 08143546175 | **E-mail:** alonsoojo@gmail.com

**Date of Birth:** 12th April, 1999

**Sex:** Male

**Status:** Single

**State of Origin:** Ekiti State

## OBJECTIVES:

Analytical and detail-driven Environmental Management graduate seeking an entry-level role in a results-oriented organization, with a strong interest in financial analysis, risk management, and operational support.

## EDUCATIONAL:

### ❖ **B.Sc. (Hons.), Environmental Management**

*Ekiti State University, Ado-Ekiti | 2025*

### ❖ **Senior School Certificate Examination (SSCE)**

*Iropora Community High School, Iropora Ekiti | 2015*

## WORK EXPERIENCE:

### ❖ **Admin Officer, Oyo State Housing Corporation** **Ibadan, Oyo State | 2024-2025 (NYSC)**

- My responsibilities included recording and filing documents, keeping and maintaining accurate records, managing correspondences, attending to and communicating effectively with staff and clients, and providing general administrative support. This experience provided me with valuable insight into office administration and enhanced my understanding of what office work entails.
- Assisted town planners in the preparation, review, and documentation of physical development and housing layout plans.
- Supported site inspections and field surveys, including data collection and reporting on land use, building compliance, and development control.
- Helped in processing planning applications, approvals, and related documentation in line with state planning regulations.
- Managed planning records, drawings, and maps, ensuring proper filing and retrieval of departmental documents.
- Contributed to report writing and data analysis for urban development and housing projects.
- Collaborated with multidisciplinary teams to support urban planning, housing development, and environmental management initiatives.

- Participated in Community Development Service (CDS) activities aimed at improving community infrastructure and environmental awareness.

**Ministry of Environment, Ekiti State, Nigeria | 2023**

*Student Industrial Work Experience Scheme (SIWES)*

- Assisted in environmental monitoring and field assessment activities, including data collection on waste management, pollution levels, and environmental compliance.
- Supported the development and review of environmental reports, documentation, and regulatory submissions.
- Participated in site inspections, field surveys, and environmental impact assessments under the supervision of senior officers.
- Helped coordinate environmental awareness campaigns and community sensitization programmes on sanitation, waste reduction, and public health.

**PROFESSIONAL SKILLS:**

Microsoft office (Word, Excel & PowerPoint)

**OTHER RELEVANT SKILLS:**

- ✓ Interpersonal skills and good communication
- ✓ Team work and Team building.
- ✓ Good initiatives in planning and administrative work

**PERSONAL INTEREST:**

Reading, Making research and Travelling

**REFEREES:**

Available on request