

# OSIFALUJO TOBI VICTOR

Agbara, Ogun State, Nigeria | 08037364605 | tobiosifalujo89@gmail.com

## PROFESSIONAL SUMMARY

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Motivated and dependable professional with hands-on experience in collection operations, quality control, production operations, administrative support, front desk management, security services, teaching, and team leadership. Proven ability to manage collection activities, maintain quality and safety standards, document operational information, support office operations, communicate effectively with customers and colleagues, and work collaboratively across teams. Detail-oriented, adaptable, and committed to continuous learning.

## CORE COMPETENCIES

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Collection Operations | Quality Control & Inspection | Administrative Support | Front Desk Operations | Team Leadership | Machine Operation | Security Monitoring | Customer Communication | Documentation & Reporting | Production Support | Safety & Compliance | Computer Operations | Problem Solving | Basic Graphic Design

## PROFESSIONAL EXPERIENCE

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### LITTLEANT — Collection Officer

February 2026 – Present

- Manage assigned collection activities while maintaining professional communication with customers and relevant stakeholders.
- Maintain accurate records of collection activities, follow up on outstanding accounts, and provide timely operational updates.
- Handle customer interactions professionally while supporting effective resolution of collection related concerns.
- Work with team members to meet collection targets and maintain accurate documentation and reporting.

### NATURAL PRIME (SO KLIN) — Quality Control Inspector

2025 – Present

- Conduct product inspections, identify defects, and document quality findings.
- Collaborate with production teams to address quality issues and support compliance with required standards.
- Monitor production activities and maintain attention to product quality, safety, and consistency.

### LAGOSTAR CABLE & WIRES NIGERIA LTD — PVC Team Leader / Machine Operator

2022 – 2025

- Supervised team activities and supported daily PVC production operations.
- Operated production machinery, monitored machine performance, and assisted with troubleshooting.
- Maintained safety and quality compliance while supporting production targets and efficient workflow.

### QUANTUM NIGERIA LTD — Security Officer (Chief Detector)

- Conducted surveillance, patrols, access control, and routine security monitoring.
- Prepared incident reports and supported the protection of company personnel, property, and assets.

### GREAT CROWN ACADEMY — Teacher

2022

- Prepared lessons, managed classroom activities, and supported student learning.
- Conducted student assessments and maintained effective communication with learners.

## INDUSTRIAL TRAINING (SIWES)

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### CRAWFORD UNIVERSITY — Registrar's Office Assistant / Front Desk & Receptionist

2019 – 2020

- Assisted with registrar office administration, front desk operations, filing, and records management.
- Handled visitors and inquiries professionally while maintaining confidentiality of academic records.
- Supported routine office coordination and administrative documentation.

## VOLUNTEER EXPERIENCE

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### APOSTOLIC FAITH CAMPUS FELLOWSHIP — Usher Coordinator / PRO

## EDUCATION

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### OGUN STATE INSTITUTE OF TECHNOLOGY (OGITECH)

HND & OND, Mathematics & Statistics | 2019 – 2025

### ADIE OWE COMMUNITY HIGH SCHOOL

Senior School Certificate | 2012 – 2017

## PROFESSIONAL SKILLS

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- Quality Control and Inspection
- Collection Operations
- Administrative and Front Desk Support
- Team Leadership
- Machine Operation
- Security Monitoring
- Customer and Stakeholder Communication
- Documentation and Reporting
- Computer Operations
- Basic Graphic Design

## REFERENCES

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Available upon request.