



Abiola Saheed Tobiloba

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● ABOUT ME

An enthusiastic and industrious individual who is always prepared to take up responsibilities at any point in time. Highly passionate about changing the world through a positive contribution to the development of an organization, coupled with a vast knowledge in human relation, its importance and operations. Utilizes sound organization and qualitative skills to deliver tasks within set time-frames and to a high quality standard channel towards elevating the organization and maximizing its profitability process.

● EDUCATION & TRAINING

10/04/2018 - 10/12/2021 - ILE-IFE, OSUN STATE, NIGERIA

B.SC POLITICAL SCIENCE - OBAFEMI AWOLOWO UNIVERSITY ILE-IFE

Field(s) of study: Political Science | **Final grade:** Second Class (Upper Division) | **Thesis:** Relationship Between Perception and Religious Fundamentalism; the study of Islam and Bokoharam Terrorism in Nigeria

13/03/2013 - 30/09/2015 - ILE IFE, NIGERIA

DIPLOMA IN LOCAL GOVERNMENT STUDIES- OBAFEMI AWOLOWO UNIVERSITY ILE-IFE

Field(s) of study: Local Government Studies

25/01/2023 - 24/01/2024 - ILORIN, KWARA STATE, NIGERIA

CERTIFICATE OF NATIONAL SERVICE (NYSC)- NATIONAL YOUTH SERVICE CORPS

Field(s) of study: Anti-corruption and Integrity

● WORK EXPERIENCE

ILE-IFE OAU CAMPUS, NIGERIA

ADMINISTRATIVE OFFICER USMAN SOLOMON AYEGBA ACADEMIC CONSULTANCY

Operation Management:- Effective management of day to day administrative operation and office activities from top to bottom.

Executive Duties:- Overseeing departments and ensuring operations align with strategy. This includes effective performance, managing risk, and representing the office externally or within the organizational settings to lecturers, corporate bodies, the public, government officials, and granting of interviews.

Human Resources Support Task:- Assist with onboarding, giving new hires offer letters, induction, company orientation. Also, performing screening; reviewing CVs, shortlisting and interview schedules and maintaining employees files in line with policy.

Documentation and Record Management:- Organizing, filing and monitoring physical and digital documents, contracts, client sales and protection of classified information about clients or company.

Scheduling and Calendar Management:- Coordinating meetings, appointments and travel arrangement for executives and team, and sending reminder to avoid conflicts.

Data Entry and Reporting:- Inputting data into systems, preparing reports, spreadsheets and presentation using word and other office tools.

Communication management and regulatory standard:- keep record for company checks. Handle internal and external emails, calls, memos, letters and announcement. Serve as link between management, staff and clients.

Transcription:- Transcribing spoken content word for word or in clean verbatim format. This includes interviews, lectures, podcasts or meetings, so there is a reliable written record that can be referenced, searched, or archived. Also, cleaning up the transcript, adding correct punctuation, speaker labels, and proper formatting to enable the text usable for reports or articles

Financial administration:- process invoices, expense reports, payroll prep and coordinate with accounting. Not the accounting per se, but the groundwork for it.

Office Supply and Inventory Control:- Monitoring stock levels, placing order for stationery and equipment, and liaising with vendors, clients to ensure smooth operations.

Meeting Support:- Preparing agendas, taking minutes, booking venues, appointment, deadlines and distributing materials before and after meetings.

Policy and compliance adherence:- Ensure daily operation follow company policies, large requirements and regulatory standards. Keep records for company checks

ILE IFE, NIGERIA

QUALITY CONTROL MANAGER EMERITUS GLOBAL RESOURCES AND ICT

Incoming Goods Inspection: check all new stock and confirm items are genuine undamaged and match invoice specs and quantity.

Product Testing and Fault Detection: Test random samples before sales. Check gadgets for faults fakes or defects.

Set and Enforce Quality Standard: Create quality control checklist. Define grade A, B and rejects. Ensure only approved products are sold.

Monitor Storage and Handling: Ensure proper storage to prevent damage or theft. Separate genuine and fake items in the warehouse

Handle Customer Returns and Complaints: Investigate returns to find the cause, log issues and prevent future defects.

Maintenance of good customer service relation with regard to distribution of information on new arrival of gadgets for both physical and online clients.

Supplier Evaluation and Reporting: Track supplier performance. Submit quality control reports and recommend suppliers to keep or drop.

Reporting: updating the senior leadership on progress issues and decision needed to keep the organization aligned with its goals.

ILORIN, NIGERIA

RENDERED TEACHING SERVICES BISHOP SMITH MEMORIAL COLLEGE

Execution of successful mandated teaching objectives to students and staff

Reinforce learning and bridged learning gaps within students via learning centre programmes.

Ability to entertain different views and opinions from students, thus enabling inclusiveness and sense of belonging among students that further enhanced their learning process.

Enabling of interactive class and effective communication with students, using simplest examples for easy understanding paved way for more intellectual/academic discourse among students.

TUTOREXCELLENTO TUTORIAL CENTER

Teach and Explain Concepts: breakdown difficult topics into simple parts students can understand.

Plan Lessons: prepare schemes of work, lesson notes and teaching materials.

Maintain Discipline: Set rules and manage students behavior.

Motivate Students: Encourage, build confidence and keep student engaged.

Counsel and Monitor: Guide students on study habits, discipline and career choices.

Curriculum Implementation: Follow the syllabus and ensure topics are covered on time.

INEC ADHOC STAFF: PRESIDING OFFICER, ASSISTANT P.O 1, APO 2 INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)

Worked as INEC Adhoc Staff in 2019, 2023 general election & 2026 (Osun State)

Served as Presiding Officer in 2023 general election, APO 2 in 2019 election and APO 1 in 2026 Osun state gubernatorial election.

Provided voters education and address voters inquiries without complaint while upholding neutrality and professionalism.

Facilitated orderly voting process, managed queues and maintained peace and order at the polling unit.

Accredited voters one after the other using BVAS and ensured compliance with INEC guidelines and electoral laws.

Managed sensitive election materials, maintained chain of custody and submitted all materials to RAC centre.

Oversaw accreditation, voting, sorting, counting and collation of results.

Managed ballot issuance carefully and guided voters on proper voting procedure.

Worked under tight deadlines and high pressure environment with 100% accuracy in documentation.

Collated, reconciled and entered election results accurately on EC8A form and uploaded to IREV portal.

Ensured transparency, neutrality, apoliticality, professionalism and proper handling of sensitive and insensitive election materials.

Lastly, as the P.O, I oversaw all operations at the polling unit, ensured ballots were properly issued and cast in the right boxes, coordinated party agents impartially during counting to prevent disputes, supporter APOs in areas where they need assistance, and worked closely with security personnel to maintain peace and order throughout the process.

● **SKILLS**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Google Docs | Zoom | Social Media | Organizational and planning skills | Good listener and communicator | Written and Verbal skills | Team-work oriented | Critical thinking | Decision-making | Strategic Planning | Analytical skills | Conflict resolution | Flexibility | Creativity | Teamwork | Reliability | Good time management | Presenting | Detail-Oriented | Excellent writing and verbal communication skills | Research and analytical skills | Problem-solving

● **LANGUAGE SKILLS**

Mother tongue(s): **NATIVE YORUBA LANGUAGE**

Other language(s): **BASIC ARABIC**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A1	A1	A1	A1

• CERTIFICATIONS

Bashtem computer center

Diploma in desktop publishing

• CONFERENCES & SEMINARS

Ile-Ife, Osun state, OAU Campus

Political Discourse on Developing and Under-developing States; The Nexus Between Europe and Africa.

Ile-Ife, Osun state, OAU Campus

Development Administration: The Impact of Effective Administration By Administrative Personnel (Both Public and Private) Towards Development of Nation's Building.

• HOBBIES AND INTERESTS

Politics, Art, sport, Literature Politics and Diplomacy

International Relation

Intellectual Discussion Reading

History

Traveling

Networking

Volunteering

Soccer

Music

Sermon

• SOCIAL AND POLITICAL ACTIVITIES

Ile Ife

Peace Builder Impacting and inculcating positively to the society via intellectual discourse

Conflict Resolution

Sensitizing individual or group towards security and insecurity

Promulgating the importance of morality and modesty in all ramifications, citing Biblical and Quranic verses to enable peace and tranquility in the society.

• CREATIVE WORKS

Personal Skills

Analyzing problems and finding solution.

Adjusting to new tools, people or changes.

Staying focused with little supervision.

Handling sensitive information with trust.

Avoiding mistakes in data, reports and documents.

Meeting deadlines and prioritizing tasks.

Ability to critically think, analyze and proffer pertinent solution to a predicament before to occurs.

Usage of diplomacy to the advantage of the organization.

Persuasive method via communication skill that makes a difficult clients reconsider.