

OYEDOTUN, ENIOLABANKE TOYIN

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10, Surulere street, Kasma area, Oke Baale, Osogbo, Osun State Nigeria

PROFILE

A good administrator, project manager, self-motivated, task oriented, focused and dedicated team player with strong interpersonal skills in working within and managing teams and projects successfully; aimed at working creatively with other team members in order to improve organizational objective and achieve managerial goals.

PERSONAL DATA

Date of birth:	August 6, 1991
Sex:	Female
Marital Status:	Married
L.G.A of Origin:	Ila
State:	Osun
Nationality:	Nigeria
Religion:	Christianity

EDUCATION

OBAFEMI AWOLOWO UNIVERSITY, ILE IFE B.A. Dramatic Arts (Second Class Upper Division – 2.1 Grade)	2013 - 2016
FEDERAL RADIO CORPORATION OF NIGERIA, IKEJA LAGOS Certificate in Broadcast Presentation	2012
OBAFEMI AWOLOWO UNIVERSITY, ILE IFE Diploma in Dramatic Arts	2009 - 2011
AL-QUAARH COMPUTER INSTITUTE, ILE IFE Certificate in Electronic Data Processing & Desktop Publishing	2010
BAPTIST HIGH SCHOOL, ILA-ORANGUN Senior Secondary School Certificate	2002 -2008
INTERNATIONAL PROJECT MANAGEMENT PROFESSIONALS Certified Project Manager	2019
INTERNATIONAL PROJECT MANAGEMENT PROFESSIONALS Certified Human Resource Manager	2019

EXPERIENCE

Place of Work:

FEDERAL UNIVERSITY OF HEALTH SCIENCES ILA ORANGUN, OSUN STATE

Year: February 2023 - till date

Position:

Administrative Officer

Job Description:

- Faculty Officer of the University Statutory Faculty, Faculty of Science
- In charge of all the Faculty staff and students' academic records and documents
- Secretary to the Faculty Board
- In charge of memo writing and minutes taking

Place of Work:

ALLIANCE FRANCAISE NIGERIA, LAGOS STATE

Year: February 2021 - 2022

Position:

Administrative/Business Manager

Job Description:

- Managed the branch daily operations
- Supervised the staff
- Negotiated contracts and business deals
- Oversee procurement of goods and products
- Acted as liaison between managements, staff, stakeholders and customers

Place of Work:

OBA AKENZUA CULTURAL CENTRE, BENIN CITY, EDO STATE

Year: 2018

Position:

National Youth Service Corps (NYSC) Primary Assignment

Job Description:

- Business Manager (publicity and ticket sales).
- Conducts safety checks on stages/sets before any practice or performance.
- Keep an inventory of all costumes and tool required for play performances.
- Inspect all the costumes and tools in stores and make reports for the management that whether or not new ones are required

Place of Work:

GIDEON HOME FOR ORPHANAGE AND AGED, ABEOKUTA, OGUN STATE

Year: 2017

Position:

Care Giver

Job Description:

- Registered children and kept records of their daily activities.
- Moral facilitator to the children.
- Cared for their wellbeing by routinely monitoring and assisting them for all their needs.

Place of Work:

NATIONAL ARTS THEATRE OF NIGERIA, IGANMU, LAGOS

Year:

2011 - 2012

Position:

Industrial Training

Job Description:

- Kept the records of all theatre hall bookings and usage tracking of hall usage daily activities.
- Planned with the technical crew the next servicing schedule of all electronic and air-conditioning systems within the theatre halls
- Worked with teams and delegated work amongst other employees of the directorate in order fast track daily processing.
- Reported to the management through the Business Manager of all the work and activities within the halls.
- Worked on improving the performance of the equipment in halls and their cleanliness with regards to better ambience in all halls and relaxation spots in line with the management's objectives of providing the best environment for entertainment and relaxation to guests and casts and crew's satisfaction.
- Provided publicity for all arts and cultural activities and shows scheduled for all periods
- Managed all arts theatre activities and shows planned for viewing and presentations
- Place of Work:

MS GLOBAL PRODUCTIONS, ABEOKUTA, OGUN STATE

Year:

2012 - 2015

Position:

Production Manager

Job Description:

- Was in charge of all production processes and supervision on a daily basis and as planned
- Kept all production schedules and appointments records.
- Planned all production budgetary activities and fully analyzed and disbursed all budgetary allocations for productions as supervised by the production directorate.
- Managed all arts theatre activities and shows planned for viewing and presentations

Place of Work:

ELOHIM FARM SHOP, ABEOKUTA, OGUN STATE

Year:

2014

Position:

Sales Manager

Job Description:

- Was in charge of sales activities of the organization
- Was in charge of keeping sales inventory.

- Provided financial supervision of the activities of the company in funds disbursement and payment lodging into company accounts and other payment channels

RESEACH

Thesis on Theatre as a means of children psychological and cultural development

INTEREST & HOBBIES

- Reading, writing and researching
- Traveling

ICT SKILLS

Proficient in MS Office Word and PowerPoint
Software management

LEADERSHIP SKILLS

- Legal advisor (ANUPA - Association of Nigerian University Professional Administrator, FUHSI Chapter)
- Christian faith mentor to young adults and children - Seed of Abraham group
- President (Edo State NYSC Culture & Tourism CDS Group) Batch A 2018

REFERENCES

Prof. M. A. Aderogba - Federal University of Health Sciences Ila-Orangun
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Dr. G. Otsemobor - Obafemi Awolowo University Ile-Ife
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