

OJO, SALEEM OLATUNDE

No 15 Asiwaju Community, Apete-Awotan, Ibadan | 07034584465, 07012928469 | tundehojo@gmail.com

PROFESSIONAL PROFILE

Highly motivated and exceptionally hard-working professional with extensive experience and a rich-mix of transferable skills gained from overseeing diverse operations along with enhancing corporate productivity. Possessing the ability to adapt to new environments quickly and effectively coupled with demonstrated ability to facilitate continuous process improvement, and building cohesive relationship with all levels of management, peers, and clientele. Highly committed to bringing added values to enhance short and long-term objectives along with ability to grasp and adapt to new environment, procedures and technologies quickly.

CORE COMPETENCIES

- **Administrative Management**
- **Responsive Customer Service**
- **Office Systems & Procedures**
- **Cross-Functional Collaboration**
- **Paperwork & Documentation**
- **Strategic Planning & Implementation**
- **Continuous Process Improvement**
- **Multiple Program Coordination**
- **Organization & Time Management**

PERFORMANCE HIGHLIGHTS

- **Multitasking** – Able to prioritize while managing multiple tasks and maintaining focus on major objectives to boost productivity.
- **Analytical & Decision Making** – Able to quickly analyze situations and weigh out the best possible options before making decisions to achieve profitable results.
- **Leadership** – Demonstrated success as a leader with excellent initiatives that are inherent in eliciting the best quality of a team with a commitment to highest levels of services.
- **Communication** – Equipped with interpersonal communication skills and able to smoothly blend and interact with top management, peers, and clientele from various socio-economic backgrounds.
- **Vision** – Ability and willingness to translate organization vision into a project vision
- **Computer** – Expert user of Microsoft Office; Word, Excel & PowerPoint with ability to quickly learn and master new technology

PROFESSIONAL EXPERIENCE

VICE PRINCIPAL

ADEOAL GOODWILL PRIVATE SCHOOL, APETE, IBADAN | 2017 – PRESENT

- Providing needed assistance with the administration of school functions, ensuring that each classroom has an excellent teacher committed to their success and setting clear standards for student and staff achievement.
- Advise teaching and administrative staff in curriculum development, use of materials and equipment, and implementation of federal programs and procedures.
- Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal and local regulation.
- Helping with the development and review of budgets, school policies, and rules and regulations.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

ADMINISTRATIVE OFFICER

KARD EDUCATIONAL CONSULTANT, DUGBE, IBADAN | 2015 – 2016

- Managed and coordinated multiple daily office operations, prepared cost analysis, and completed detailed reports, ensuring the accuracy of all data.
- Prepared and reviewed all outgoing correspondence and documents for completeness, grammatical accuracy, and proper format in accordance with regulations and policies.
- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.
- Worked on the development and implementation of a new accounting system which significantly increased the efficiency of financial teams.
- Created and maintained computer and paper-based filing and organization systems for records, reports, and documents.
- Ordered and managed office supplies and executed other duties as assigned by the Office Manager.

MATHEMATICS TEACHER

LABIMSON COLLEGE, IKIRE, OSUN STATE | 2015

- Planned, developed and executed lessons that reflect the curriculum and the state's core educational standards.
- Adapted mathematics curriculum for individual, small group, and remedial instruction to meet the needs of identified students or subgroups of students
- Evaluated the academic and social growth of students
- Evaluated student progress and the ability to meet courses standards in mathematical knowledge and skills
- Employed a variety of methodologies in teaching and instructing pupils, including demonstrations, discussions, and lectures
- Planned and developed lesson plans and teaching outlines.

MATHEMATICS AND PHYSICS TEACHER

TRIUMPH INTERNATIONAL COLLEGE (NYSC), BAGBE, ONDO TOWN | 2013 – 2014

- Planned, prepared and delivered lesson plans and instructional materials that facilitate active learning.
- Developed schemes of work, lesson plans and tests that are in accordance with established procedures.
- Maintained discipline in accordance with the rules and disciplinary systems of the school.
- Communicated necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Managed student behavior in the classroom by establishing and enforcing rules and procedures.
- Encouraged and monitored the progress of individual students and use information to adjust teaching strategies.

EDUCATION

UNIVERSITY OF ILORIN

Bachelor of Engineering in Agricultural and Biosystems Engineering

2008 -2013