

CURRICULUM VITAE

PERSONAL DATA

NAME: ADEBAYO AMINAT OMOTAYO
SEX: FEMALE
MARITAL STATUS: MARRIED
MAIDEN NAME: YAKUB
CONTACT ADDRESS: 19, ARA-AGBAJI COMPOUND, KAMALDEEN STREET, OKEKERE, ILORIN,
KWARA STATE.
STATE OF ORIGIN: KWARA STATE
NATIONALITY: NIGERIAN
PHONE NUMBERS: 07031995707, 08151525916.
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SCHOOLS ATTENDED WITH QUALIFICATION AND DATE

- KWARA STATE UNIVERSITY, ILORIN, KWARA STATE
M.Sc (IN COMPUTER SCIENCE) IN VIEW
- KWARA STATE UNIVERSITY, ILORIN, KWARA STATE
B.Sc (IN COMPUTER SCIENCE) 2015 - 2017
- NATIONAL TEACHERS' INSTITUTE
POST GRADUATE DIPLOMA IN EDUCATION (PGDE) 2015
- KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE
HIGHER NATIONAL DIPLOMA (IN COMPUTER SCIENCE) 2012 – 2014
- SOSAMAK COMPUTER TECHNOLOGY
COMPUTER TROUBLESHOOTING & REPAIRS 2011
- KWARA STATE POLYTECHNIC, ILORIN, KWARA STATE
NATIONAL DIPLOMA (IN COMPUTER SCIENCE) 2009 – 2011
- COMPUTECH EDUCATIONAL CENTRE, LAGOS
DIPLOMA (IN INFORMATION TECHNOLOGY) 2008
- AUNTY AYO'S SENIOR GIRLS COMPREHENSIVE SECONDARY SCHOOL, LAGOS
SENIOR SECONDARY CERTIFICATE 2005 – 2008
- AUNTY AYO'S JUNIOR GIRLS COMPREHENSIVE SECONDARY SCHOOL, LAGOS
JUNIOR SECONDARY CERTIFICATE 2002 – 2005

- ST. MARY'S CONVENT SCHOOL, LAGOS
PRIMARY SCHOOL LEAVING TESTIMONIAL 1996 – 2002

WORKING EXPERIENCE

- 1. AL-HIKMAH UNIVERSITY, ILORIN** 2017 till date
DATABASE ADMINISTRATOR
- 2. ETHICAL NURSERY & PRIMARY SCHOOL, ILORIN** 2016-2017
CLASS TEACHER
- 3. INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)** 2015
ADHOC STAFF FOR March 28, 2015(Presidential, Senate & House of Rep. Election)
AND April 11, 2015 (Governorship & State House of Assembly Election)
- 4. AL-HIKMAH UNIVERSITY, ILORIN** 2014-2015
NYSC PLACE OF PRIMARY ASSIGNMENT (at ICT UNIT)
 - NETWORKING TROUBLESHOOTING & FIXING
 - REGISTRATION OF STUDENTS' PROFILE & COURSES
 - ASSIST LECTURERS' IN UPLOADING OF STUDENTS' RESULTS
- 5. PIPELINES & PRODUCTS MARKETING COMPANY LIMITED (PPMC)** 2012
(A subsidiary of Nigeria National Petroleum Corporation, NNPC)
INDUSTRIAL ATTACHMENT (In HR/ADMIN Department).
 - PREPARATION OF THIRD PARTY/CONTRACTOR'S BILLS FOR PAYMENT
 - PREPARATION AND COMPUTATION OF SIWES/NYSC MONTHLY STIPEND & LUNCH MONETIZATION FOR MANAGEMENT'S APPROVAL AND PAYMENT.
 - RESERVATION OF HOTEL ROOMS FOR COMPANY GUESTS
 - MAINTENANCE OF STAFF LIST AND SIWES/NYSC STUDENTS LIST
 - STORE KEEPING
 - RAISING OF ANALYSIS OF EXPENDITURE FOR STAFF CLAIMS
 - PREPARATION OF MONTHLY PERFORMANCE REPORT FOR HEADQUARTER, ABUJA
 - DISPATCHING OF DOCUMENTS WITHIN VARIOUS DEPARTMENTS OF THE ORGANIZATION
- 6. NASIR SALAU & CO.** 2008 – 2009
(Barristers, Chattered Secretaries & Notries Public)
 - KEEPING OF OFFICE DOCUMENTS
 - ATTENDING TO CLIENTS
 - PREPARATION OF AVAILABILITY SEARCH REPORT
 - PREPARATION OF MEMORANDUM & ARTICLES OF ASSOCIATION
 - OFFICE MANAGEMENT
- 7. LAGOS STATE TRANSPORTATION MANAGEMENT AUTHORITY (LASTMA)** 2007

- COLLECTION OF INFORMATION ON TRAFFIC ISSUES
- KEEPING OF ROAD ACCIDENT RECORDS
- ANALYZING OF REPORTS

APPLICATION PACKAGES, PROGRAMMING LANGUAGES & WEB STRUCTURING LANGUAGE

- MICROSOFT OFFICE
- PHP
- MYSQL
- HTML
- MICROMEDIA DREAM WEAVER
- COMPUTER SYSTEM TROUBLESHOOTING & REPAIRS

MAJOR STRENGTH

- ABILITY TO LEARN QUICKLY
- HIGHLY DEDICATION TO ALL ASSIGNED DUTY

REFEREES

1. AREMU M.O. (MR)

SENIOR MARKETING OFFICER

PIPELINES, PRODUCTS & MARKETING COMPANY LIMITED (PPMC)

08185660088, 08060588846

2. NASIR SALAU

BARRISTER, CHARTERED SECRETARY & NOTARY PUBLIC

NASIR SALAU & CO.

08033016444.