ADETUNJI MONSURU OLALEKAN

Opposite 606 Farm, Road 3 Mat Estate. Osara Road, Obantoko, Abeokuta, Ogun State.

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CAREER OBJECTIVE

Always poised in achieving results in challenging working environment and delighting in serious drive for professional distinction, proficiency and excellence at all time through hard work and commitment.

PERSONAL BIO DATA

- DATE OF BIRTH: 31 January
- SEX: Male
- MARITAL STATUS: Single
- STATE ORIGIN: Lagos State
- LOCAL GVT AREA Surulere
- RELIGION: Islam
- NATIONALITY: Nigerian
- LANGUAGE: English and Yoruba

PERSONAL ATTRIBUTE

- ❖ Reliable, proactive, detailed, result oriented, Resourceful, focus, diligent, innovative.
- ❖ Good analytical, numerical and presentation skill.
- ❖ Good team spirit and ability to work under pressure.
- ❖ Good management of time and relation spirit.

EDUCATIONAL RECORDS WITH DATES

University Of Nigeria Nsukka July, 2021

Adeniran Ogunsanya College of Education September, 2015

Ijeshatedo Boys Secondary School,

Ijeshatedo, Surulere, Lagos State. June, 2011

Duro Oyedoyin Primary School, Surulere, Lagos. October, 2005

WORK EXPERIENCE

Yaba College of Technology, Lagos – *Administrative Officer* (Nov 2025 till date

- Provide day-to-day administrative support to the School of Engineering, including correspondence, documentation, filing, and office coordination.
- Maintain and update administrative records, registers, and official documents to support accurate and efficient information management.
- Assist with the preparation of reports, schedules, memos, and other official documents in line with institutional procedures.
- Coordinate routine office activities and follow up on administrative assignments to ensure timely completion of tasks..
- Assist with admissions, screening, verification, and other institutional assignments as required.
- Handle confidential information responsibly and maintain proper records in accordance with administrative and organisational requirements.

Yaba College of Technology, Lagos – *Part-Time Clerical Officer* (Aug 2021 – Oct 2025)

- Performed clerical and administrative duties including filing, record-keeping, and correspondence handling.
- Supported student records management and general office duties.
- Assisted administrative staff in ensuring smooth workflow and coordination.

Jethcrown Academy, Lagos – *Instructor & Administrative Support* (2015 – 2017)

- Taught Technical Drawing and Basic Technology at secondary school level.
- Served as Secretary of the Internal Examination Committee, handling confidential academic records.
- Coordinated inter-house sports events and extracurricular activities.
- Assisted school management in planning academic timetables and reports.

Pebbles Digitals, Lagos – *Web Designer/Customer Service Representative* (2021)

- Designed and maintained websites for clients (front-end and back-end).
- Managed administrative tasks, correspondence, and client service inquiries.
- Provided IT support and documentation of project activities.

Seawweb Construction Company, Ogun State – *Assistant Site Engineer / Site Supervisor* (2014 – 2016)

- Assisted in project documentation, preparation of reports, and supervision of construction activities.
- Handled record-keeping, site documentation, and administrative tasks.

ACADEMIC/PROFESSIONAL QUALIFICATION OBTAINED WITH DATES

Primary School Certificate	2005
West African School Certificate	2011
National Certificate in Education	2015
(Bsc/Ed) Industrial Technical Education	2021

COMMENDATIONS/ AWARD

- Letter of Commendation by National Youth Service Corps Ogun State July 2022
- Letter of Commendation by Yaba College of Technology for helping during the Mental Health Awareness program 2025
- Award of Excellence by Association of Vocational and Technical Education(Aocoed Chapter) 2015
- Icon intelligence by Association Of Vocational and Technical Education (Aocoed Chapter) 2015

CERTIFICATIONS & TRAININGS

- Bias Detection in Ai-powered Fintech system. Data Intell worshop 2025
- Critical Thinking For Self Development Metropolitan School of Business and Mgt
- Certificate of completion of Desktop Publishing Dose Ventures, Lagos Nigeria

COMPUTER PROFICIENCY

Certificate of Completion Desktop Publishing

COMMITTEE/EXPERIENCE DESIGNATIONS

- Assistant School officer, School of Engineering, Yaba College of Technology Dec 2025
- Assistant Screening/Verification officer, Admission Unit Yabatech March 2026
- IT officer Students Affairs Unit Yabatech March to July 2026

SKILS

- Office Administration & Clerical Support
- Records and Data Management
- Report Writing and Documentation
- Customer Service & Client Relations

- ICT Proficiency (MS Word, Excel, PowerPoint, AutoCAD, Web Design)
- Time Management & Team Coordination

INTEREST

Drawing, Music, Reading, Traveling, Video games, Sport and Meeting people

REFEREES

Rasheed Dawodu (PhD)

Dean Student Affairs,
Lagos State University of Education
Ijanikin, Lagos

Rtn. Olalekan Zurdiq

Club President (2025-2026)
Rotary Club of Ijoko
District 9111

Mr. Onipede Oludolapo

Dean School of Technical Education,
Yaba college of Technology
Yaba, Lagos Nigeria.