

Name: ADEOYE, ADEDOYIN COMFORT

ND, HND, (Office Technology and Management) B.Sc. (Office and Information Management)

Assistant Lecturer

School: School of Communication and Information Technology

Department: Office Technology and Management

Research Internet: Entrepreneurship, Information Technology and Knowledge Management

Teaching Areas: Shorthand and Keyboarding

CONFERENCES ATTENDED WITH DATES

- ADEOYE Adedoyin, Comfort & IRO-IDORO Charloline B. (2022) Vocational Skill Training As A Gateway To Self-Employment And Entrepreneurship Among National Youth Service Corp Members In Ifo Local Government Area, Ogun State at the 3rd International Conference held at the Federal Polytechnic, Ilaro between 16th and 18th August, 2022.
- F. Ade ADEBAYO & ADEOYE Adedoyin, Comfort (2022) Leadership Styles And Motivation As Predictors of Job Performance of Secretaries in Federal Polytechnic Ilaro, Ogun State at the 2nd National Conference of School of Communication and Information Technology, held at the Federal Polytechnic, Ilaro between 19th and 20th July, 2022
- ADEOYE Adedoyin, Comfort & James Ige ORIJA; Ph.D 2022 Emerging Office Technology And Service Delivery Of Office Managers In Selected Private Organisations In Ado Odo Ota Local Government Area, Ogun State.

SUMMARY OF PROFILE

Adeoye, Adedoyin Comfort is currently an Assistant Lecturer in the department of Office Technology and Management in the school of Communication and Information Technology in the Federal Polytechnic Ilaro, Ogun state. She holds her Higher National Diploma (HND) in Office Technology and Management at Federal Polytechnic Ilaro and a Bachelor of Science (B.Sc) in Office and Information Management from Lead City University, Ibadan, Oyo State. She has attended some conferences, training and workshops. She is currently undergoing her Master's Degree (M.Sc) programme at Lead City University, Ibadan, Oyo State. She is married with lovely children.

ADEOYE ADEDOYIN COMFORT

1, Wole Fatunmibi Crescent , Ilaro Ogun State. 08066612616 adedovin.adeove@federalpolvilaro.edu.ng

OBJECTIVES

To build a position in the corporate world, dynamic and result-oriented organization offering opportunities for self-development and growth in an evolving, dynamic and competitive global economy.

PERSONAL INFORMATION

Date of Birth: 21st June, 1991

Sex: Female

Status: Married

State of Origin: Ogun State

SKILLS AND ABILITIES

- Excellent multi-level, interpersonal, written and verbal communication skills: Ability to Work with little supervision.
- Language skills: High level proficiency in English and Yoruba language.
- Well-developed ability to work as a team player.
- Strong organizational skills with keen attention to details.
- Advanced training on Microsoft office.
- Strategic and conceptual thinking

EDUCATIONAL QUALIFICATION

LEAD CITY UNIVERSITY, IBADAN

Master of Science (M.Sc)

Office & Information Management

LEAD CITY UNIVERSITY, IBADAN Bachelors of Science (BSc)	
Office & Information Management First class	(2019-2021)
THE FEDERAL POLYTECHNIC ILARO, OGUN STATE. Higher National Diploma	
Office Technology & Management Distinction	(2012–2014)
THE FEDERAL POLYTECHNIC ILARO, OGUN STATE.	
National Diploma	
Secretarial Studies Upper credit	(2009-2011)
ACCESS MODEL COLLEGE, IFO OGUN STATE.	
National Council Examination (NECO)	(2002-2008)
TIFEDAYO NURSERY & PRIMA RY SCHOOL, LAGOS STATE	
First School Leaving Certificate	(1995-2001)

WORKSHOPS/TRAININGS ATTENDED WITH DATES

- Advanced Digital Appreciation Program For Tertiary Institutions Statistical Package For Social Sciences. A Training Organized By Digital Bridge Institute, International Centre For Information And Communication Technology Studies At The Federal Polytechnic Ilaro, Ogun State. From 20th – 30th September 2023.
- Upskilling for Professionalism in the Information Age. Workshop Organized By National Institute of Office Administrators and Information Managers (NIOAIM) In Conjuction With Liporich consulting Limited On The 10th February, 2022.

Referee

Engr. J. O. AKINTADE Lecturer The Federal Polytechnic, Ilaro 08034946444 **MR. ADESEUN ADEOLA** Regional Sales Manager Nestle Nigeria PLC

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