

# TAJUDEEN ADEBANJO

# AZEEZ

B.Sc Business Administration

**Address:**  
No3, Dele Dealer Street, Off High School,  
Araromi. Akure, Ondo State  
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+2347036097640  
**E-mail:**  
orjibanti85@yahoo.com

## EDUCATION

ADEKUNLE AJASIN  
UNIVERSITY, AKUNGBA  
AKOKO  
2009 – 2014

**B.Sc Business Administration**

SALAS UNIVERSAL  
SECONDARY SCHOOL,  
AKURE.  
1998 – 2004

**Secondary School Leaving certificate (S.S.C.E)**

ANNUNCIATION NURSERY  
AND PRIMARY SCHOOL,  
AKURE  
1993 – 1998

**First School Leaving certificate (S.S.C.E)**

## WORKING EXPERIENCE

BEST SOLUTION  
POLYTECHNIC, KM 12, ONDO  
ROAD,  
AKURE, ONDO STATE.  
2016 TILL DATE.

**Director of Student Affairs/Director of SIWES**

- Coordinated the conduct and supervision of student in the Students' Industrial Work Experience Scheme.
- Responsible for the overall administration of Students' guidance, counseling and students' Discipline.
- Coordinated the day-to-day activities and needs of students such as their socio-cultural and academic development.
- Coordinated Student Union activities including Student Representative Council elections, the swearing in-ceremony of elected Students' Union etc.
- Processed all the papers for the Student Disciplinary Committee and Examination Malpractice Committee.
- Coordinated the administration of Hall of Residence, including accommodation of students.
- Registered Clubs and Societies and monitors their activities.
- Co-ordinated the mobilization of prospective National Youth Corp members of the Institution.

A.M.A.C PHARMACY  
TESTIMONY HOUSE, ARAROMI  
ROUNDAABOUT, BESIDE NEW  
STADIUM, AKURE.  
2014 - 2016

**Store / Procurement Officer**

- Coordinated activities relating to procurement of medicine in the Pharmacy including storage, inventory and quality management of supplies.
- In charge of facilitating the procurement of medicines that meet prescribed safety and health standards at a cost-effective price.
- Drafted out purchase orders for the required medication for the pharmacy and ensures the orders are in par with the budgetary allocation.
- Developed relationship with people, hospitals, suppliers and distributors of medicines, and negotiates for suitable prices.
- Determined whether there are any shortages in the stock and make requests to management for funds to acquire the drugs and also manage emergency stock to be made available during stock-outs.
- Worked closely with the Pharmacists, Clinical Officers and other colleagues to ensure patients receive optimum care from their services and also receives complaints on efficiency of the drugs.

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## WORKING EXPERIENCE

**BEST SOLUTION CONTINUING  
EDUCATION CENTRE.  
AKURE, ONDO STATE.**  
2012 - 2014

### Manager and Tutor

- Registered and keep reports of students and share those reports with supervisors, teachers and parents.
- Helped students learn and explain how to solve problems and checking completed work.
- Motivated and encourages students when they become frustrated by subjects they do not understand.
- Helped students to develop study skills and organization techniques to help improve their academic performance.

## COMPETENCE AND INTERESTS

Proficiency in written and spoken English  
Proficiency in the use of MS Word, Excel and PowerPoint  
Strong interpersonal relation  
Ability to work with little or no supervision  
Valuable team player  
Technical competence.

## REFERENCES

**ALHAJA ABDULAZEEZ OPEYEMI  
SUEBAT**

Institute of Part-Time Programme  
Adekunle Ajasin University,  
Akungba-Akoko, Ondo State.  
08066599501, 08075069024

**MRS. ABIODUN ADEJOKE (JP)**

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