



# TOBILOBA ADEOYE TIMOTHY

## CONTACT

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## SKILL

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Strong Driving Records  
Customer Service  
Basic Maintenance Knowledge  
Efficiency and time management  
Problem Solving  
Navigation

## PERSONAL STATEMENT

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Proven ability to provide excellent customer service and resolve customer complaints in a timely manner. Possesses strong problem-solving skills and the ability to multitask in a fast-paced environment.

## EXPERIENCE

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June 2016 - Present

**COMPANY DRIVER**

CNBC AFRICA LIMITED, Lagos, Nigeria.

- Followed all applicable laws and regulations while operating vehicles.
- Reported any problems or discrepancies encountered during deliveries immediately upon arrival at destination.
- Communicated regularly with dispatchers regarding traffic conditions or delays encountered during trips.
- Adhered to strict timelines set by dispatch personnel when delivering goods.
- Utilized GPS systems to determine the most efficient route for deliveries.
- Regularly maintained detailed logs of hours worked and miles driven in accordance with DOT regulations.
- Demonstrated strong organizational skills, ensuring proper paperwork is completed on time.

February 2012 - May 2016

**COMPANY DRIVER**

AMBION WIRELESS LIMITED , Alausa Ikeja Lagos , Nigeria

- Assist Engineers with installation and configuration of radio equipment
- Monitor system resource utilization, trending and capacity planning
- Deployed applications across multiple environments including staging, production.
- Approved domain solutions and executed changes to support implementation plan.
- Responded promptly to emergency situations involving mechanical breakdowns or accidents on the roadways.
- Maintained a clean driving record in order to remain eligible for employment.
- Maintained accurate records of each delivery, including items delivered, customer signatures and any other pertinent information.
- Assisted in loading and unloading cargo from vehicles as needed using appropriate tools such as hand-trucks or pallet jacks.
- Ensured compliance with company policies regarding safety procedures.
- Followed all applicable laws and regulations while operating vehicles.

September 2010 - January 2012

**OFFICE ASSISTANT**

TRADE SQUARE Nigeria Limited, Ogun State , Nigeria

- Coordinated office operations and procedures to facilitate workflow and efficiency.
- Supported staff by performing data entry and completing administrative duties.
- Scheduled appointments, maintaining calendars for personnel.
- Processed incoming payments through checks or credit card transactions accurately according to company policies and procedures.
- Supported team members with research projects by gathering data from online sources.
- Managed office supply orders and inventory to support availability.

**EDUCATION**

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April 2015 Bachelor of Science (B.S.) in Computer Science  
**OLABISI ONABANJO UNIVERSITY,**  
Ago Iwoye Ogun State.

June 2007 High School  
**NEW WORLD ACADEMY COLLEGE,**  
Barracks Ojo Lagos.

**REFERENCES**

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