

# Olatunde Tolulope David

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## OBJECTIVE AND PERSONAL STRENGTH

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To attain a fulfilling career through my excellent provision of transferable analytical, writing and problem-solving skills, in achieving the organizational goals. I am able and willing to work in any multicultural environment. I have a lively and approachable personality with loyalty and strong motivation for work. I am full of enthusiasm, vision and confidence. I am a strong team player and a goal getter.

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## EDUCATION

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| 2016 | <b>Obafemi Awolowo University, Ile-Ife, Osun State</b><br>B.Sc (Hons). Estate Management<br><i>2<sup>nd</sup> Class Upper Division</i> |
| 2010 | <b>The Federal Polytechnic Ede, Osun State</b><br>Ordinary National Diploma (Estate Management)<br><i>Distinction</i>                  |
| 2006 | <b>Fakunle Comprehensive High School, Osogbo, Osun State</b><br>Senior Secondary School Certificate.                                   |
| 2003 | <b>Zion Baptist High School, Osogbo, Osun State</b><br>Junior School Leaving Certificate                                               |
| 1999 | <b>Timson Nursery and Primary School, Osogbo, Osun State</b><br>Primary School Leaving Certificate                                     |

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## WORK EXPERIENCE

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### TOPE & TUNDE ESTATE SURVEYORS AND VALUERS – Dolpin Estate, Ikoyi, Lagos State.

Dec. 2014 – May 2015 (*6 Months IT in Partial Fulfilment for the award of B.Sc Degree in Estate Management*)

#### Assistant Valuation Officer

- Acknowledgment of valuation instruction from banks for further treatment as well as the notification of all parties involved about the company's professional policy, commensurate with prompt information about every stage of the valuation to the instructor.
- Assignment/Execution of valuation instructions for mortgage purpose. This includes valuation of stocks, properties, assets, as well as spot valuations.
- Weekly and quarterly reporting of valuation instructions secured, as well as the calculation of outstanding professional fees in all branches of the firm.
- Calculation of professional fees for executed valuations using the NIESV scale of professional charges.
- Preparation, vetting, and submission of valuation reports.

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### TOPE & TUNDE ESTATE SURVEYORS AND VALUERS – Dolpin Estate, Ikoyi, Lagos State.

May 2014 – June 2014 (*SIWES in Partial Fulfilment for the award of B.Sc Degree in Estate Management*)

#### Job Description

- Preparation of management proposals which includes valuation, property management and facility management proposals.
  - Online posting and mailing of property listing/bulletin for market base expansion.
  - Spot valuations for bad loan recovery purpose.
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**TOPE & TUNDE ESTATE SURVEYORS AND VALUERS – Dolpin Estate, Ikoyi, Lagos State.**

September 2013 – December 2013

**Job Description**

- Assisted in the facilitating of the training programme on facility management under the new school system in the state of Osun.
- Inspection and consistent reporting of site activities for projects undergoing development.
- Mortgage valuation of assets as well as the preparation and submission of the reports within target time.
- Taking and preparation of inventories for property management purpose.

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**TOPE & TUNDE ESTATE SURVEYORS AND VALUERS – Dolpin Estate, Ikoyi, Lagos State.**

December 2010 – February 2012

**Job Description**

- Identification and enumeration of properties in allocated zone of coverage via GPS (Global Positioning System) for the Accelerated Land Titling, Registration and Enumeration Project (ALTREP) in Ogun State.
- Company Sales Representative at the 10<sup>th</sup> Lagos Housing Fair for the exhibition of the New WEMABOD Estate, Ibafo, Ogun State.
- Execution of valuation instructions for several purposes which includes mortgage, insurance, sales, lease, etc as well as the preparation and submission of the valuation reports.

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**CLOVERHILL PROPERTIES – Morogbo, Lagos State.**

August 2009 – Nov. 2009 (*SIWES in Partial Fulfilment for the award of OND in Estate Management*)

**Job Description**

- Sourcing for properties that can be managed, leased or sold.
- Active routine management inspection of properties under management
- Site visitations of projects under development.
- Compilation and distribution of property bulletin as well as general follow up on client's enquiries.

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**SPECIALIZED SKILL**

- Highly proficient in the usage of Microsoft Office Packages.
- Good driving skills with a valid Driver's Licence.

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**COMMUNITY SERVICE**

2012 till date **Spokesman Communication Ministries, Ile-Ife, Nigeria.**

*Volunteer of the Transportation and Mobilization Department* for all forms of medical and religious outreaches, as well as annual International Leadership Conferences (ILCON) under the overseership of **Rev. Prof. G.E Erhabor.**

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**INTERESTS AND ACTIVITIES**

- Music, Travelling, and Reading. I also enjoy watching football and movies.

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**PERSONAL DETAILS**

Date of Birth: 7<sup>th</sup> November, 1990  
Gender: Male  
Marital Status: Single  
State of Origin: Osun  
Nationality: Nigerian

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**REFREES**

Available on request.