



# TOHEEB ADEBAYO

## Administrative Assistant

📍 Nigeria, Lagos

AI Software Engineer with a Bachelor's degree in Computer Engineering and a Master's degree in Financial Engineering. I have experience making and using AI-powered apps, adding machine learning models to production systems, and making software that can grow with the help of Python, Django, and modern web technologies. Strong math and analysis skills, with real-world experience in data-driven and financial settings.

### Contact

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### Skills

- Coding
- STEM
- Technology
- Artificial Intelligence
- Data Management
- Data Analysis
- Sales
- Excel
- Microsoft
- Financial Analysis

### Languages

English ●●●●●  
Fluent - 04

### Professional Experience



#### Administrative Officer

Amuwo Odofin Muslim Community

Sep 2023 - Present

- Managed day-to-day administrative operations and office records.
- Prepared correspondence, reports, and meeting minutes.
- Coordinated community programs, meetings, and events.
- Maintained member records and handled official documentation.



#### Code Alpha Internship

Code Alpha

Jun 2022 - Dec 2023 | Voluntary

- Supported programming tasks and basic software development.
- Provided IT support and technical troubleshooting.
- Assisted in testing, debugging, and system maintenance.



## Field Sales Manager

Wheeloil And Gas Ltd

Jan 2018 - Nov 2020

Led field sales of petroleum products, driving customer acquisition and revenue growth. Managed and supervised field sales team to meet sales targets. Built and maintained relationships with corporate and commercial clients. Coordinated with logistics to ensure timely and safe product delivery. Monitored market trends and reported sales performance to management.



## Sales Representative

Africa Alliance Insurance

Jun 2017 - Nov 2018

Track sales leads, manage customer relationships, and analyze market data to support the sales team. Create and manage CRM systems to effectively manage customer information, sales activities, and customers interactions. Give salesperson technical assistance and instruction on how to use hardware and CRM tools. Work together with cross-functional teams to guarantee efficient operations, goal achievement, and timely reporting.

## Educational History

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## Master in Financial Engineering

World Quant University

Oct 2025 - Present



## Bsc in Computer Engineering

Olabisi Onabanjo University

Jul 2007 - Jan 2013

## Certifications

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### **Full Stack Software Development**

PLP ACADEMY

Feb 2025



### **Cisco Certified Network Associate**

HIIT ACADEMY

Dec 2023



### **Teaching English as a Foreign Language (TEFL)**

Distance Education Accrediting Commission (DEAC)

Jul 2022



### **Bachelor Degree**

Olabisi Onabanjo  
University

Jan 2013



### **DIPLOMA IN COMPUTER ENGINEERING**

BAFUTO Institute - IT Training & CBT Centre in  
Lagos

Sep 2006

## Awards & Recognition

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### Full Stack Software Development

Pan Africa

Feb 2025

- Designed, developed, and maintained full-stack web applications using modern front-end and back-end technologies.
- Built RESTful APIs and server-side logic using Python (Django/Flask) and JavaScript frameworks.
- Developed responsive user interfaces with HTML, CSS, and JavaScript.
- Integrated databases, authentication systems, and third-party APIs into applications.
- Implemented testing, debugging, and performance optimization across the stack.
- Collaborated with cross-functional teams to translate business requirements into scalable software solutions.
  - Designed, developed, and maintained full-stack web applications using modern front-end and back-end technologies.
  - Built RESTful APIs and server-side logic using Python (Django/Flask) and JavaScript frameworks.
  - Developed responsive user interfaces with HTML, CSS, and JavaScript.
  - Integrated databases, authentication systems, and third-party APIs into applications.
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## ● Cisco Certified Network Associate

HIIT

Dec 2023

- Completed comprehensive training in computer networking and network administration.
- Gained hands-on knowledge of network configuration, routing, and switching.
- Studied IP addressing, subnetting, VLANs, LAN/WAN technologies, and network security fundamentals.
- Configured and troubleshoot Cisco routers and switches in lab environments.
- Developed practical skills in network maintenance, connectivity, and troubleshooting.

## ● Diploma in Microsoft PowerBI

Alison

Aug 2022

- Completed comprehensive training in data analysis and visualization using Microsoft Power BI.
- Developed interactive dashboards and reports to analyze and present business data.
- Gained practical skills in data modeling, data cleaning, and transformation using Power Query.
- Applied DAX functions for calculations, measures, and performance analysis.
- Interpreted data insights to support business and management decision-making

## TEFL

Teacher Record

Jul 2022

- Taught English language skills to non-native speakers, focusing on speaking, listening, reading, and writing.
- Prepared and delivered engaging lesson plans tailored to students' proficiency levels.
- Assessed student progress and provided constructive feedback to support learning outcomes.
- Created an interactive and supportive classroom environment to improve communication skills.

## References

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### Dr. Adeniyi Idowu Sulaimon

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### Adekunle Ismail Tajudeen

Dutchtech Design Engineer

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## INTERESTS & HOBBIES

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Artificial Intelligence and emerging technologies Software development and problem-solving Financial markets and quantitative analysis Continuous learning through online courses and research Community engagement and mentoring Teaching and knowledge s

## FAVOURITE BOOKS

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Thinking, Fast and Slow, The Lean Startup, AI: A Modern Approach, Predictably Irrational, The Intelligent Investor