

ADERETI JOSHUA TOBI

No 16, Comfort Olugbode Street, Selewu, Ignogbo, Ikorodu, Lagos State • 08051384557 • tobilobaadereti@gmail.com
Professional Summary

Client-focused Business Manager and analyst, offering diverse experience in corporate administration, project management and coordination. Proven ability to quickly build relationships with both clients and business audiences. Quick-learning with excellent multi-tasking skills and ability to quickly master new technology, including excellent proficiency in Administrative roles.

Skills

- Business management
- Web development (HTML, CSS)
- Organization and Time management
- Microsoft Office
- Written Communication
- Analytical skills (Python)
- Visual Art
- Critical thinking
- Good telephone etiquette
- Team building
- Interpersonal Communication
- Organization and Time management
- Graphic Design

Work History

Social media manager

Benijet Entertainment, March 2023 till date

- Promote social media presence
- Handle Google business profile
- Attend to chats and messages

Admin Assistant (NYSC), September 2022 - March 2023

Mixed Secondary School Ukala - Okpunor, Delta State

- Liaise with the principal and senior academic staff to handle requests and queries from teachers and visitors.
- Maintains knowledge on time schedules and to provide optimal Admin support to the Principal.
- Write and distribute email, correspondence memos, letters, and forms according to the school management order.
- Multi-tasked as Class room supporting tutor.

Laboratory Attendant (S.I.W.E.S), June to December 2017

General Hospital Ileoluji, Ondo State.

- Record and analyze laboratory test results to be used for diagnosis.
- Arrange blood banks in order of blood groups.
- Involve in outreaches on sensitization on HIV/AIDS, Tuberculosis and Hepatitis.

Education and Trainings

- Frontend (Website) development , 2023

Nithub ICT Lab, Unilag. Lagos State

- B.Sc: Biochemistry, 2022

Adekunle Ajasin University – Akungba-Akoko, Ondo State

- Senior Secondary School Certificate (SSCE), 2014

Progress College, Okeigbo. Ondo State

- First School Leaving Certificate, 2008

Excel Kiddies Academy, Ondo. Ondo State

Professional Certification and Affiliation

- Life and business skills certification from Nigerian bottling company- **Coca-Cola**

Additional Information

- Frontend developer
- Visual Artist
- Business Enthusiast