

ADERETI JOSHUA TOBI

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

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

Nithub ICT Lab, Unilag. Lagos State

- Frontend (Website) development , 2023

Adekunle Ajasin University – Akungba-Akoko, Ondo State

- B.Sc: Biochemistry, 2022

Progress College, Okeigbo. Ondo State

- Senior Secondary School Certificate (SSCE) 2014

Excel Kiddies Academy, Ondo. Ondo State

- First School Leaving Certificate, 2008

Professional Certification and Affiliation

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

Additional Information

- Frontend developer
- Visual Artist
- Business Enthusiast