

GET IN TOUCH

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11, Aduloju Village, Beside Taolad Hotel Ojoo/Iwo Exp Ibadan, Oyo State.

PROFESSIONAL SUMMARY

A highly skilled, dedicated and innovative administrator with 5 years' experience in business management and administration. I am adept in complex problem solving, customer service and providing technical support, I am able to build, supervise, motivate and co-ordinate positive and productive teams. I embrace challenging task as I believe that is the best and only way to grow.

AREAS OF SPECIALIZATION

- Effective communication and Counseling
- Technical customer service and support
- Proficient in Microsoft Word, PowerPoint and Excel.
- Internet Savvy
- Administrative management
- Business development and management.

OLOGUN FESTUS AJAYI

WORK HISTORY

Dec 2019 – Date

Zion Business International

Designation

Administrative Officer

Task/Achievement

- Interacted personally with customers, using communication and conflict management skills to handle routine demands
- Improved employee performance by coordinating workflow and implementing performance incentives
- Generate more income by increasing the sales
- Maintained team efficiency with well-stocked and organized supplies which lead to increase in sales
- Resolved ordering and tracking problems
- Minimized disruptions by personally handling basic phone and email corresponding
- Helped team to handle high-volume work by prioritizing tasks and organizing supplies which increase staff performance.

2019

Office Assistant (NYSC), CHANCHAGE LOCAL GOVERNMENT AREA COUNCIL NIGER STATE.

TASK/ACHIEVEMENT:

- Receiving, sorting and distributing incoming and outgoing mail
- Preparing advance and post meeting paperwork
- Experienced in the use of database and word processing software
- Completing all records and documentation legibly and correctly
- Sorting mails, photocopy and typing of documents

2018

Administrative Staff, DELIBERATE INNOVATION CONCEPT, IKEJA LAGOS STATE.

TASK/ACHIEVEMENT:

- Improved employee performance by coordinating workflow and implementing performance incentives
- Protected organizational information with effective safety and security procedures for digital and physical files
- Preserved customer loyalty by quickly and completely resolving complaints
- Motivated employees to continuously grow knowledge and enhance abilities
- Covered daily office workloads through effective staffing and resource coordination

SKILLS

- Flexibility and Adaptability
- Education and Training
- Administration abilities
- Multitasking and Time management
- Problem-solving
- Fast Learner
- Strong Organizational Skills
- Innovative Skills

HOBBIES

- Reading
- Surfing the Internet
- Traveling

REFERENCE

Available on Request

2017

Office Assistant, ST PATRICK COLLEGE, IWARO OKA AKOKO, ONDO STAT.

TASK/ACHIEVEMENT:

- Performing general office clerk duties and errands.
- Helping organize and maintain office common areas.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Experience as a virtual assistant.
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VOLUNTRY SERVICE AND ACHIEVEMNT

Public Relation Officer, RCCG JESUS HOUSE MEDIA DPT, MINNA NIGER STATE

TASK/ACHIEVEMENT:

- Serve as public relation officer by disseminating information across the region
- Help in distribution of letters and other documents

Editorial Crew, EPCDS GROUP 2019/20 NYSC CHANCHAGA LOCAL GOVT MINNA, NIGER STATE.

TASK/ACHIEVEMENT:

- Assisting in news editing
- Participated in radio station broadcast
- Successfully trained 3 corpers on how to cast news

EDUCATION

2019 Adeyemi College Of Education (O.A.U Ife, Osun State)

Bachelor of Science in Education

Economics & Education (Bsc ED Hons)

- Completed Compulsory National Service in 2020

2014 Ugiamwen Secondary School, Ekpoma Edo State

Senior Secondary School Certificate

CERTIFICATIONS

- Certificate in– (HRM, ACE Coterie Consulting, Lagos Nigeria)
- Certificate in– (CSRM, ACE Coterie Consulting, Lagos Nigeria)
- Diploma in – (Graphics Design & Word Processing)
- Diploma in – (Photo, Video Editing and Broadcasting)

