

LAYODE OREOFEOLUWA ADEYOOLA

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CAREER SUMMARY

A results-orientated Administrative specialist with Relevant expertise includes: Strong track record for building productive and positive relationships with diverse customers resulting in improved customer retention and loyalty. Proven ability to manage a high-volume workload in a calm and constructive manner with a solid record of success in trouble shooting and problem resolution. A committed team member who consistently achieves Administrative goals and adds significant value to the bottom line.

WORK EXPERIENCE

KEN AHIA & ASSOCIATE, LEKKI LAGOS

February 2020 - July 2020

SECRETARY

I was responsible for the following:

- Performing secretarial tasks pertaining to law field
- Receiving several legal documents and distributing it to the appropriate quarters.
- Preparing rosters and assigning court date to lawyers.
- Issuing registers out to lawyers to fill in court details.
- Drafting legal documents when requested
- Filing case documents in an organized manner for easy access.
- Reviewing incoming messages to determine their significance.
- Administrative Support.

FRANKIES COUTURE, IBADAN

February 2019 - February 2020

FASHION DESIGNING INTERN STUDENT

I was responsible for the following:

- Conducting market research to identify new trends, fabrics and techniques, and seeking design inspiration.
- Collaborating with team members to select seasonal themes, make edits to line, and create new concepts.
- Selecting fabrics and trims.
- Creating production sketches for development packages.
- Collaborating with technical designer to ensure development packages are accurate.

STELLA MARIS SCHOOLS, ABUJA

September 2017 - November 2018

HEAD OF STORES

- Designed and implement an inventory tracking system to optimize inventory control procedures for the Store.
- Examined the levels of supplies and raw material to determine shortages.
- Documented daily deliveries to update inventory.

- Prepared detailed sales reports on inventory operations, profit and loss account, stock levels, and adjustments.
- Ordered new supplies to avoid inefficiencies or excessive surplus.

STELLA MARIS SCHOOLS, ABUJA

March 2017 - September 2017

ADMINISTRATIVE & ACCOUNTING ASSISTANT

- Provided support to the Accounting Department.
- Performed basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handled communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.

St PATRICKS COLLEGE, EMENE ENUGU STATE (NYSC)

Nov 2015 - Nov 2016

ASSISTANT HR

- Controlled the activities of the school alongside with the help of the HR Manager
- Maintained organized and up-to-date of the school files
- Provided clerical support for the HR Manager.

CADBURY NIGERIA PLC, AGDINGBI LAGOS STATE

June 2014 - Dec 2014

INTERNSHIP

- Human Resources Department Staff
- Cereal Conversion Plant Staff
- Food and drink staff

COMMUNITY/ VOLUNTEER WORK (non-paid)

- Volunteer as a Class Tutor at Awesome Treasure Summer School, Ilupeju Lagos in 2013
- Volunteer as a Staff Attendant at Lead City Conference Centre, Ibadan, Oyo State in 2012

EDUCATION

Sept 2011 – Aug 2015

University of Ilorin, B.sc Botany.

TRAINING & CERTIFICATIONS

- **Google Digital Skills for Africa** February 17th 2020
(The Fundamentals of Digital Marketing)
- **SEO Optimization Expert** February 26th 2020
(EDUCBA)
- **Jobberman Soft-Skills Training** December 28th 2020
(JOBBERMAN)

SKILLS

Languages: English and Yoruba as my native Language

- An analytical mind with strong attention to detail.
- Outstanding organizational and problem-solving skills.

- Excellent communication and leadership abilities.

Computer: Microsoft word, excel and other.

HOBBIES

Research and Documentation, adding value to lives and reading.

REFEREE

Available on Request

