

ADEREMI OLANREWAJU ADESOJI
No.10 Catalan Cottage, Wakajaye Area, Off Iwo Rd., Ibadan; Oyo State.
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CAREER OBJECTIVE:

To develop a professional career by working in an environment that offers challenges and opportunities for professional growth, personal developments and job satisfaction while contributing positively to the goals and objectives of the organisation.

PROFILE SUMMARY:

A capable, talented and lively Office Administrator who possess high levels of accuracy and attention to detail, good organisational abilities, and is able to perform well in a fast paced, demanding environment. Aderemi is self-motivated, with an enthusiastic and passionate manner about providing good service in everything that he does. He is constantly looking for ways to improve administrative processes so that tasks get done more effectively. Right now he is looking to work for an exciting company that is committed to excellence.

PERSONAL BIO-DATA:

Date of Birth: 19th October,1983

Gender: Male

Marital Status: Married

Local Govt. Area: Egbeda L.G.

State of Origin: Oyo State

Nationality: Nigerian

KEYS SKILLS AND ACHIEVEMENTS.

- Proficient at using all Microsoft packages and ability to touch type at 30wpm;fast and accurate minute taking.
- Organised a successful team on daily basis which improved staff morale and productivity.
- Ability to work with minimal supervision.
- Ability to create value and orchestrate transformation in any area of assignment.
- Coordinated a conference for managers from different departments meeting a tight timescale and budget.
- Ability to make rational decisions,bring in new ideas, and innovations onto any organisations.
- A good team player.
- Excellent communication skills used daily in typing reports and emails,dealing with public enquiries over the phone and greeting customers in reception.

- Designed and implemented a new system for maintaining customer records which increased team efficiency by 5%.

EMPLOYMENT HISTORY:

MAY 2018-PRESENT: Wells Hosa Greenhouse Farms Ltd.,Klm 2 Sapele Bypass, Benin City; Edo State.

ADMINISTRATIVE SUPPORT SPECIALIST.

Responsible for providing various kinds of administrative assistance to back up Administration Manager.

DUTIES:

- Providing customer service
- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Sending out and receiving mail and packages
- Managing documents and files
- Sending and receiving documents for the company
- Answering the phone in a professional manner
- Assisting in various daily operations
- Operating a range of office machines such as photocopiers and computers
- Greeting guests and visitors

JUN. 2015-MAY 2018: Filament Farms,Off CRIN Rd. Idi-Ayunre, Ibadan, Oyo State.

OFFICE ADMINISTRATOR.

Responsible for all the administrative tasks within the office,as well as providing general secretarial support to enable the smooth and effective running of the office.

DUTIES:

- Typing letters,reports and emails for senior managers/executives to a high quality.
- Supporting managers across different teams to coordinate diaries a plan meetings.
- Accurately inputting and updating clients information on computer system.
- Effectively dealing with all office paperwork including photocopying and filing.
- Supporting on reception duties to cover staff, and building excellent customer relations.

OCT. 2013-MAY 2015: Topwave Network Ltd.,248A Ikorodu Crescent,Dolphin Estate,Victoria Island;Lagos State.

ADMINISTRATION ASSISTANT/ ACCOUNT CLERK.

Supported the Director and Senior leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

DUTIES:

- Responsible for administering the petty cash for staff expenses.
- Responsible for preparing the payroll and payments of staff wages/salaries.
- Answered phone calls in a busy department, taking accurate messages for colleagues.
- Typed confidential legal documents and circulated to external partners.
- Liaised with team members and the public daily to coordinate bookings.
- Supported senior managers to manage diary and coordinate meetings across the organisation.

NOV.2011-SEPT.2013: Great Sam Global Travels, Off Airport Rd., Old Ife-Rd., Ibadan; Oyo State.

SECRETARY.

MAR. 2010-OCT. 2011: Zamorano Integrated Services, Isebo-Alakia Rd., Ibadan; Oyo State.

SALES ASSISTANT.

EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

2005 - 2007: The Polytechnic Ibadan, Ibadan; Oyo State.

HND-Public Administration {Second Class Honours, Upper Division}

2001 - 2004: The Polytechnic Ibadan, Ibadan; Oyo State.

ND-Business Administration {Second Class Honours, Upper Division}

1995 - 2001: Monatan High School, Ibadan; Oyo State.

Senior School Certificate Examination {1 A, 4 Bs & 3 Cs}

1989 - 1995: Ola-Oluwa Int'l School, Ede; Osun State.

First School Leaving Certificate

HOBBIES & INTERESTS:

In my spare time I like watching football, listening to music, reading and writing a lot. While I have strong interests in Traveling, Acting, making music and meeting influential people in all walks of life.

REFERENCES:

1. OLADIPUPO SAMUEL

Managing Director,

**Great Sam Global Travels,Ibadan;Oyo State
08038076805.**

2. ODUWOLE OLAYINKA

**Farm Manager,
Filament Farms Ltd., Ibadan;Oyo State
08064754457.**