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## LANRE TIMOTHY ADEDEJI

### PROFILE

Diligent and resourceful team player with special skills in management, research, teaching, training and qualitative analysis, and seeking to leverage interpersonal relationship building, organizational management, attention to details, problem solving presentation and analytical skills to meet organizations goals, enhance customer retention rate and support executives with project management, human resources and administrative tasks.

### CORE COMPETENCIES/SKILLS

Operations Supervisor | Administrative Officer | Teaching Manager | General Supervision | Liaising Budget Management | Training of new employees Customer Relationship Management | Leadership Negotiation | Reporting | Ms Word Quick adaptation to new challenges and situation Report Writing

### EDUCATION

Bsc. Teacher Education (Sciences)  
University of Ibadan  
Dec. 2013 - 2016  
NCE Biology Integrated Science  
Emmanuel Alayande College of Edu.  
Aug 2009 - 2012

### CERTIFICATION

Certificate of National Service -  
National Youth Service Corps -  
Bachelor of Education (Science) -  
University of Ibadan, Nig.  
Nigerian Certificate in Education -  
Emmanuel Alayande College of Education Oyo, Nig.

### WORK HISTORY

Nov. 2020 - Till Present  
**Manager/Lynqx Impressions Ibadan, Nig.**

#### Key Description & Responsibilities

General Supervision -  
Liaising With Staffs, Suppliers and Clients -  
Implementing And Maintaining Procedures/-  
Office Administrative Systems  
Delegating Tasks to Subordinates -  
Managing Office Budgets -  
Attending Meetings & Strategic Sessions -  
With Top Management

#### Key Achievement

actively managed the organization, identified challenges -  
and created new solutions, applying problem solving skills which increased revenue by 35% in the first 60 days resolved customer complaints, by applying CRM skills -  
which increased customer retention by 45%

May 2019 - Oct 2020

**Operations Supervisor/Fabriceight Brothers Ind. Com.**

#### Key Description & Responsibilities

- Supervision
- Quality Assurance & control
- Administer roaster and ensured adherence where applicable
- Delegating Tasks to Subordinates
- Monitor Production Lines' Efficiency and Targets

#### Key Achievement

- Maintained discipline and order within the organization
- Make recommendations on improving business processes and increase in production efficiency
- maintained all office equipments and also notified updates on equipments

March 2018 - 2019

**Administrative Officer/Ebonyi State Agency for Mass literacy & Adult Education.**

#### Key Description & Responsibilities

- Assisting the Education Officer in charge of Adult Education
- Developing a Broadband Curriculum for mass literacy

#### Key Achievement

- Accelerated standardized qualitative analysis of the impact of adult education on the citizenry which further enhances decisions of policy makers
- Amplified the science curriculum of adult learners

Dec. 2018 - March 2019

**Interim Presiding Officer/Independent National Electoral Commission**

#### Key Achievement

- Executed and delivered all documents to the election polling units
- Preside over 2019 General election exercise at Ward 08 Ezza South LGA, Ebonyi State.

### LANGUAGE KNOWN

English & Yoruba (with expert proficiency)

### References

Available on Request