

# ADEBISI DAMILOLA ABIOLA

No 7, Akilapa Estate, opposite Gmat Filling station, Apata, Ibadan, Oyo State.

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## PROFILE

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A creative, responsible, goal-driven individual who has a strong drive of seeing things through to completion. Seeking employment opportunities in your organization where I could achieve professional growth while striving towards contributing my quota towards achieving desired objectives.

Thinking out of the box is one of my major attributes; I have set believe that no task is unachievable

## PERSONAL INFORMATION

- Date of Birth: 01/06/1996
- State of Origin: Osun state
- Local government: Boripe
- Marital status: Single
- Sex: Female
- Religion: Christian

## WORK EXPERIENCE

2021 - 2023

### Digital Marketer/ Eductech Consultant

#### EVANS PUBLISHERS NIGERIA LIMITED

- Made data entries for schools using the company's School Management Software.
- Converting paper books to e-books using Sigil
- Marketing of school management software via social media platforms
- Running Facebook and Instagram Ads for company products.
- Made designs for the company's Social Media pages using Canva, pixellab
- Operating all software packages that is used by the company
- Conducting staff training for new subscribers
- Creating and editing videos/ Animation for company products.

### Human Resources Assistant/Enrollment Officer (NIMC)

2021

#### Avant halogen company Oluyole Estate Ibadan

- Update office policies as needed.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Inputting their information into NIMC enrolment software
- To enroll people for National Identification Number
- Involve in payroll management for the staff

- Involve in HR duties, such as training, onboarding Etc.

### **Supervisor/Admin Officer**

#### **Ayomid Cakes and creamy**

**2020**

- Create, maintain and enter information into data base
- Manage office supplies stock and place orders.
- communicate organizational needs and oversee staff performance to provide guidance and support for individual development need.
- Update bakery policies as needed.

#### **Admin secretary/Data entry**

### **Kayode Akinwumi & Co Legal Practitioner**

**2014- 2015**

- Data analysis and collation.
- Typing of the clients document.
- Monitor client's data base and book appointments for the company.

### **Teacher/Serving Counselor**

**2019-2020**

#### **De-Climax Academy Ijebu Ode**

- To teach the students.
- To counsel the students on norms and values.
- To change their abnormal behavior to normal behaviors

## **EDUCATION BACKGROUND**

### **UNIVERSITY OF NIGERIA, NSUKKA ENUGU**

2014– 2018

Bsc.(Ed) – Educational psychology

#### **Secondary School Certificate**

ALL SOULS ANGLICAN GRAMMAR SCHOOL, ADO EKITI.

2008 – 2013

#### **Primary Certificate**

EMMANUEL ANGLICAN PRIMARY SCHOOL

2002– 2007

### ***Professional Skills***

HRM/Administrative course

Digital Marketing course

Video Animation course

## **SKILLS**

- Proficiency in Microsoft office suites.
- Excellent in Administrative task
- Data analytics
- Data Reporting
- Time Management.
- Familiar with mobile applications like Canva and pixelLab for graphics.
- Proficiency in Corel draw
- Excellent Administrative task

## **REFERENCES**

Available on request.



