

Olubola, Oyetola Ademuyiwa

KOSO EST, AIYEGUN OLEYO RD, ODO ONA ELEWE IBADAN, OYO STATE
07054699644

Email: ademuyiwaoyetola@gmail.com

PERSONAL DETAILS

| | |
|------------------|-----------------|
| Sex: | Female |
| State of Origin: | Oyo |
| Date of birth: | 21st July 1993 |
| Marital Status: | Married |
| Language: | English, Yoruba |

OBJECTIVE:

Dedication and resilience in managing internal and external image of a citadel of organization. managing corporate affairs of an organization, completing multiple tasks simultaneously and following through to achieve organizational goals, flexibility and smart work with a strong drive to succeed.

KEY SKILLS AND STRENGTH

- Excellent communication skills
- Good organizational and time management
- Team player

Ability to handle multiple tasks and work under minimum supervision
Good customer service skills
Customer relationship skills.
Proficient in the use of office packages (Microsoft Word)

Always able to work and adapt to new environment

EDUCATIONAL DETAILS & QUALIFICATION

| | |
|---|------------------|
| Bowen University Iwo, Osun-State | 2010-2014 |
| B.sc Mass Communication | |
| Ambassadors College Ile-Ife, Osun-State | 2004-2010 |
| SSCE | |
| Hope for the living nursery and primary school Ile-Ife, Osun State | 1995-2004 |

EDUCATION TRAINING AND KNOWLEDGE

- Certificate of Journalism- National Broadcast Academy, Ikeja, Lagos **2015**
- Project management professional – PMPI **2015**
- **B.Sc. (Hons.)** Mass Communication - Bowen University Iwo **2010**
- Employment Strategy (Ahead Strategies UK) **-2014**
- **2014**

WORK EXPERIENCE

POSITION : ADMIN

JANUARY 2016 - FEBRUARY 2017

COATSOL NIGERIA LIMITED

OML 58 UPGRADE O. U. R PIPELINE (AHODA) SANDBLASTING & COATING.

Answer and direct phone calls, organize and schedule meetings and appointments.
Maintain contact lists produce and distribute correspondence memos, letters, faxes and forms.

Assist in the preparation of regularly scheduled reports, develop and maintain a filing system. Order office supplies, book travel arrangements.

Submit and reconcile expense reports,
Provide general support to visitors,
Provide information by answering questions and requests.

Prepare and monitor invoices
Develop administrative staff by providing information, educational opportunities and experiential growth opportunities.

Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

Contribute to team effort by accomplishing related results as needed
Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
Organize travel arrangements for senior managers

Write letters and emails on behalf of other office staff
Book conference calls, rooms, taxis, couriers, hotels etc.

Cover the reception desk when required
Maintain computer and manual filing systems
Handle sensitive information in a confidential manner
Take accurate minutes of meetings
Coordinate office procedures
Reply to email, telephone or face to face enquiries
Develop and update administrative systems to make them more efficient
Resolve administrative problems
Receive, sort and distribute the mail
Oversee and supervise the work of junior staff, maintain up-to-date employee holiday records

POSITION: MARKETING EXECUTIVE

APRIL 2017- JUNE 2018

DAUDEEN FREIGHT FORWARDING COMPANY

OSHODI, LAGOS STATE, NIGERIA

Generating new business for the company.

Securing clients and increasing customer database of the company.

Maintaining daily, weekly and monthly marketing report.

Coordinating and participating in promotional activities and trade shows, working with developers and advertisers to market.

Developing business proposal for lead prospective clients and presentation.

Identifying marketing opportunities by identifying consumer requirements; defining

markets, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.

Identifying, developing and evaluating marketing strategy based on knowledge of establishment objectives, market characteristics and cost and markup factors.

Improving product marketability and profitability by researching, identifying, capitalizing on market opportunities.

Improving product packaging and coordinating new product development.

Meeting and exceeding monthly target

Communicating with the target audiences and managing customer relationships

Increasing the company's share through marketing

Protecting organization's value by keeping information confidential

POSITION: CLASS TEACHER

Jan-Oct 2015

**FATHER'S PRIDE COLLEGE
OTA, OGUN STATE**

(NYSC)

POSITION: EDITOR

OSUN STATE BROADCASTING CORPORATION, ILE-AWIYE OKE-BAALE,

OSOGBO

2013

Write news stories, edit and compile news reports.

Transcribe recorded news

POSITION: INTERN

ORISUN FM ILE-IFE OSUN STATE

2012

Always part of a team assigned to interview important people, managing the consoles and studio equipment.

REFEREE:

Jaiyeola Oyewole

Lecturer, Department of Mass Communication,

Bowen University Iwo, Osun State.

08053666629

Dr. Akinkuolie Akinbolaji

Consultant, Department of General Surgery,

Obafemi Awolowo University Teaching Hospital Complex, Ile-Ife

08034548855

Olowu A.B

Lecturer, Department of journalism,

National Broadcast Academy, Ikeja Lagos

070343443334