

# ASIFAT AFEEZ ADEMOLA

(GNIM, AMIPESA)

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## PROFILE

A highly experienced, flexible, reliable, dynamic, skilled and qualified Administrative officer, with a diverse knowledge of handling all aspects of administrative tasks. Seeking a challenging and rewarding career opportunity in a viable organization and to work in a corporate, professional environment that provides me with the opportunity to be creative, use my skills as well as acquire new skills and positively contribute my quota to achieving the organizational objectives.

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## EDUCATION

<b>HND / Business Administration and Management</b> Lagos State Polytechnic, Ikorodu Lagos (Upper Credit)	<b>Oct 2016 – Aug 2018</b>
<b>OND / Business Administration and Management</b> Lagos State Polytechnic, Ikorodu Lagos (Upper Credit)	<b>Oct 2011 – Jul 2013</b>

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## WORK HISTORY

<b>Juanji Nigerian Limited, Sagamu Ogun</b> <b>Position: Store Keeper</b> <ul style="list-style-type: none"><li>➤ Taking and keeping records of the used and unused materials on site</li><li>➤ Supervising the site workers to ensure proper that their preventive equipment are being used</li><li>➤ Monitoring the work in progress to ensure duties are discharged accordingly</li><li>➤ Discharging other duties as requested by the management</li></ul>	<b>Jul 2021 – Current</b>
<b>Carlton Gate Hotel, Ibadan Oyo</b> <b>Position: Maintenance Officer</b> <ul style="list-style-type: none"><li>➤ Daily records of the fuel consumed by the generator</li><li>➤ Reading of the electric meter to prevent unnecessary billings by the PHCN</li><li>➤ Operated and monitored pumping machines to ensure the circulation of water at all time</li><li>➤ Reported any damaged equipment to the appropriate authorities</li></ul>	<b>Dec 2020 – Jun 2021</b>
<b>Shetijj Electrics, Ibadan Oyo</b> <b>Position: Administrative Assistant</b> <ul style="list-style-type: none"><li>➤ Typed and printed documents such as; quotations, invoice etc</li><li>➤ Received calls from clients and directed them to the relevant engineer</li><li>➤ Made proper records of daily transactions and activities</li></ul>	<b>Jun 2020 – Nov 2020</b>
<b>Great Light Scholars Academy, Masaka, Nasarawa</b> <b>Position: Subject Teacher and Typist</b> <ul style="list-style-type: none"><li>➤ Was assigned to teach students from junior to senior class computer studies</li><li>➤ Typed, printed and photocopied documents such as; memo, letters, test and exams questions/scripts etc</li><li>➤ Discharged other duties as required by the management</li></ul>	<b>Jan 2020 – Apr 2020</b>
<b>National Youth Service Corps, Gabasawa, Kano</b> <b>Position: Subject Teacher</b> <ul style="list-style-type: none"><li>➤ Was assigned to teach JSS1 and 2 classes mathematics respectively</li><li>➤ Succeeded in improving the students performance through weekly test and quiz</li></ul>	<b>Nov 2018 – Nov 2019</b>
<b>West African Rubber Products Nigeria Limited, Ikorodu, Lagos</b> <b>Position: Factory Supervisor</b> <ul style="list-style-type: none"><li>➤ Rose from probation to staff and to supervisor within 2 years and some months</li><li>➤ Trained and assisted the new employees on production processes</li><li>➤ Daily records of workers' progress and activities during productions</li></ul>	<b>Feb 2014 – Oct 2016</b>

- Assisted the management through payment and signing of pay roll by the workers
- Worked in a team of 4 to supervised over 100 subordinates

## CERTIFICATION/TRAINING

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| ➤ Jobberman Soft Skills Training Certification                  | Sep 2021   |
| ➤ Diploma in Human Resources (Alison Online Learning)           | Oct 2020   |
| ➤ Proficiency in Management (NIM Chartered)                     | Aug 2019   |
| ➤ Best Tutor Award (NABAMS)                                     | May 2018   |
| ➤ Health and safety precautions at work place (Thomas Hastings) | April 2016 |
| ➤ Proficiency in Data Processing and Publication                | Mar 2015   |

## PROFESSIONAL MEMBERSHIPS

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| ➤ Nigerian Institute of Management  | Sep 2019 – Current |
| ➤ Institute of Professional Entrepreneurs and Strategic Administrators of Nigeria | Apr 2019 – Current |

## SKILLS AND INTERESTS

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- Managerial and organizational skills
- Attention to details
- Interpersonal and customers' relations
- Word processing
- Effective communication
- Mathematical and analytical
- Team player
- Result-oriented
- Problem-solving

## REFEREES

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- Mrs. Olubode Mercy  
Bursar  
Lagos State Polytechnic, Ikorodu, Lagos  
08038727957
- Mr. Wakeel Oladele  
Lecturer  
Ibadan City Polytechnic, Ebeneazary, Ibadan  
08039261628
- Mrs. Rhoda Udaga  
Head Teacher  
Great Lights' Scholars Academy, Masaka, Nasarawa  
07084773394