





KEHINDE GLORIA BOBADE

Graduate Executive –Administration, Resource Management, Stakeholder Liaison, Customer Service, Sales & Marketing.

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PROFESSIONAL PROFILE

A proactive graduate with excellent grasp of human behaviour, motivations, decision making, and interactions that help with persuasion of employees, customers, clients, and partners towards expected actions, ensuring organisations achieve their goals. Has employed said understandings in leading teams to success fostering drive and collaborations, in spearheading sales and marketing efforts exceeding expectations, and in giving exceptional support to customers and managers. A fast learner, organised, disciplined and with great facilitation skills, able to adapt in high-performing settings, individually execute tasks, and build subordinates' capacity. Seeking challenging and growth-oriented position that best uses mentioned qualities to bring about remarkable changes significantly impacting organisations.

AREA OF EXPERTISE

|Administration |Teaching & Effective learning| Behavioural economics | Macro & Micro-economy| Interpersonal Relations | Intra/Inter Organisational Relations | Work Culture | Bilateral Relations | Strategic Opportunity Exploits |

COMPETENCIES

|Personal Assistance | Project management | Procurement & Supply | Customer service | Resource Management | Mentoring & Coaching | Conflict resolution | Stakeholder liaison | Sales & Marketing | Public Relations |

IT SKILLS: Microsoft Office | CRM tools | Basic Accounting | Social Media | Digital Marketing | Content creation |

LANGUAGES: English | Yoruba| French (Basic) |

SKILLS HIGHLIGHTS

|Verbal & Written Communications | Administration | Creative problem solving | Negotiation | Critical thinking & Sound Judgement| Leadership | Presentation | Emotional Intelligence | Adaptability | Creative Problem Solving |

WORK EXPERIENCE

 Personal Assistant/Administrative Head | Gilbert.digitals | 2022 – Current

KEY ACHIEVEMENT

- Helped to raise clients satisfaction and continuous patronage by remarkable customer service and rapid service delivery made possible through swift information flow and favourable conditions for optimum managerial functions.

RESPONSIBILITIES

- Planning and organising events, conferences, scheduling meetings and appointments and managing diaries.
- Conducting research, maintaining internal and external correspondence –relaying information for rapid attention.
- Updating and maintaining database on customers, files, basic expenses and on important company events.
- Ensuring appropriate maintenance of and conversion from website working with technical and sales departments.
- Developing potent strategies and support with ideas and plans to optimise attaining managerial goals.
- Monitoring administrative office budget performance and ensuring judicious use of office funds.
- Liaising with staff, clients and partners and seeing to regulation compliance with corporate governing reporting.

KEY ACHIEVEMENT

- Assisted student in improving their vocabulary, grammar and spoken English, thus helping with better communication, expression of thoughts, and confidence important for career progression.

RESPONSIBILITIES

- Procured supplies and resources for learning, teaching, presentations and extracurricular activities.
- Established and implemented interactive learning mediums and course materials for increased learner engagement.
- Undertook counselling and guidance service helping students with academic issues and in choosing career paths.
- Improved learning by transforming students mindset and ensuring safe, clean, serene and beautiful environment.
- Tracked students' learning curve and development; provided academic leadership and support; enforced discipline.
- Prepared and distributed periodic progress reports and term assessment and report cards.

KEY ACHIEVEMENT

- Enabled increased customer acquisition and retention with effective marketing and customer engagement.

RESPONSIBILITIES

- Collaborated with direct sales manager in the development and execution of sales and marketing plans.
- Assisted customers in buying decision supporting with information on features, product benefits and substitutes.
- Individually established novel and creative sales strategies to increase customer base and retention.
- Undertook sales training by managers and trickled down to subordinates, applying when interfacing with customers.
- Kept accurate records of sales and also filing of stocks and inventories; generated sales receipts and invoices.
- Ensured prompt collection of payments due to client and making payment for services rendered to it.

LEADERSHIP ROLE

- Corp Liaison Officer (CLO): Ensured corps members in my batch secured accommodation and appropriate place of primary assignment, and mobilised resources for development initiatives to serve the community of placement.

EDUCATION

Grade: Second Class Upper Division

Dissertation: *Socio-economic Impact of Aso-oke in Pre-colonial period in Ondo state.* It revealed how the textile industry and revamped can improve the lives of locals and resuscitate local economy of the state.

SUBJECTS: Maths, English, Economics, Government, Literature in English.

AFFILIATION

- Member and Associate of the Chartered Institute of Customer Relationship Management (CIRCM)

INTERESTS

| Networking | Researching | Motivational leadership | Brainstorming | Raising Performance | Experiencing cultures |

REFERENCES

- Available on Request