

# Busolami Elujoba

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## Summary:

Busola is a skilled professional with a sharp eye for detail, bringing expertise in product development, market analysis, and cross-functional collaboration. Adept at managing executive tasks, from calendar management to confidential information handling, with a focus on efficiency and precision. With a proven ability to lead product launches and coordinate go-to-market strategies, managing complex projects, leading cross-functional teams, and driving operational efficiencies.

## Professional Experience:

### Product Manager

Cutstruct | August 2023 - June 2024

- Led the product management lifecycle for multiple high-impact projects, from ideation to launch, resulting in a 20% increase in customer engagement.
- Coordinated cross-functional teams, ensuring alignment with strategic goals and smooth execution of project plans.
- Conducted market research and analysis to inform product development strategies, leading to a 15% growth in the user base.
- Streamlined operations by identifying inefficiencies and implementing improvements that reduced operational costs by 10%.
- Acted as a liaison between stakeholders, facilitating effective communication and decision-making.

### Executive Assistant

Novem | March 2022 - August 2023

- Served as a trusted advisor to the CEO, providing insights and recommendations for key business decisions.
- Led strategic initiatives and special projects, coordinating across departments to drive results and achieve business objectives.
- Managed cross-functional teams to streamline operations and ensure collaboration, resulting in a 30% improvement in team efficiency.
- Prepared presentations, produced reports, and represented the executive in high-level meetings with stakeholders and partners.
- Supported negotiations and contributed to deal structuring, aligning partnership opportunities with the company's strategic goals.

### Operations Manager & HR Manager

Deut Events | February 2021 - Present

- Oversaw the planning, coordination, and execution of large-scale events, managing budgets, timelines, and vendor relationships.
- Developed and implemented HR policies and procedures, enhancing employee satisfaction and reducing turnover by 25%.
- Optimized operational workflows and processes, resulting in a 15% reduction in event planning time and costs.
- Led a team of 10+ staff members, providing training, mentorship, and performance evaluations.
- Established strategic partnerships with key vendors and suppliers to support event logistics and operations.

## **Skills:**

- **Product Management:** Product development, market research, go-to-market strategies, roadmap management, cross-functional team collaboration.
- **Virtual Assistance:** Executive calendar management, meeting coordination, document preparation, project management, task tracking.
- **Operations & HR Management:** Event planning, recruitment coordination, vendor management, task distribution.
- **Market Research & Analysis:** Conducting surveys, property appraisals, and market analysis.
- **Strategic Planning & Execution:** Proven ability to formulate and execute strategic plans aligned with long-term business objectives.
- **Project Management:** Expertise in managing complex projects and leading cross-functional teams to deliver results.
- **Data Analysis & Decision Making:** Proficient in analyzing data, drawing insights, and making data-driven decisions.
- **Tools & Technologies:** High proficiency in Microsoft Office, Google Workspace, and project management tools.

## **Education:**

### **BSc in Estate Management**

Obafemi Awolowo University, Ile-Ife, Osun State | 2017 - 2023

### **National Diploma in Estate Management**

The Federal Polytechnic Ede, Ede, Osun State | 2014 - 2016

### **Diploma in Human Resource Management**

Udemy | 2020

## **Certifications & Awards:**

- **Critical Thinking & Quantitative Reasoning** | ALX Foundational Program
- **Certificate of Appreciation** | DECERTO 2023
- **Best Individual in Office (VP)** | Estate Management Students' Association, OAU (2019 EXCO)

## **Languages:**

- English & Yoruba