

ALAO LATEEF

Ikorodu, Lagos State Nigeria | 09079044928, 09057953569 | alaolateefx@gmail.com |

Organized, goal-driven and diligent individual who is committed to the performance of assigned tasks and responsibilities efficiently. I always try to achieve the best standard possible, at any given task. I am accustomed to working in challenging and fast-paced environments, particularly when dealing with multiple projects, priorities, and deadlines at the same time. I can also innovate ideas or creative approaches to solving certain problems. I have an interest in Business, Finance, and Tech. Seeking a challenging position in a reputable organization to expand and utilize my learning, skills, and knowledge.

EXPERIENCE

2017 - 2021

ADMINISTRATIVE ASSISTANT | CHI LIMITED | LAGOS, NIGERIA.

- Provided clerical support to company employees by copying, faxing, and filing documents.
- Created and updated physical records and digital files to maintain current, accurate, and compliant documentation.
- Developed and updated Microsoft Excel Spreadsheets and databases to track, analyze, and report on performance and production data.
- Used Microsoft Excel to create and Record Machine Checklists and maintenance sheets and visualize and Interpret collated data.

2021 - PRESENT

DIGITAL MARKETING (FREELANCING) | FIVERR | REMOTE.

- Analyzed website data such as traffic, interactions, conversions, and social media metrics to find areas of improvement.
- Led projects to redesign web pages, develop E-commerce stores, and revitalize social media presence.
- Social media marketing, content creation and

2022

EVENT COORDINATOR | AJOKI EVENTS | LAGOS, NIGERIA.

- Coordinate logistics such as catering, audio-visual equipment, transportation, and accommodations.
- Oversee all aspects of event setup, ensuring that everything is in place according to the plan.
- Coordinate the activities of various event personnel, including staff, volunteers, and vendors.

EDUCATION

- **Bachelor of science: Business Administration (2024)**
University Of Ilorin – Ilorin, Kwara State.
- **Fundamentals Of Digital Marketing (2022)**
Google Digital Skills For Africa.
- **Advanced Level: Accounting and Business Management (2019)**
Kwara State University – Malete, Kwara State.
- **Olevel: Secondary School (2017)**
State High School – Oko – Oba, Lagos.

SKILLS

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| <ul style="list-style-type: none">• Proficient in MS Excel and other MS packages• Data Analytics• Data Visualization• Python Programming• Web Scrapping, Data Cleaning and Research | <ul style="list-style-type: none">• Structured Query Language (SQL)• Basic Web and E-commerce Development (HTML/SHOPIFY)• Graphics design• Digital Marketing• Good communication |
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INTERESTS

- Reading
- Cooking
- Learning
- Music and Movies
- Psychology and Philosophy

REFERENCES

- Mr. Uche Mgbeci – 07033409429
- Mr. David Elemoro - 08162896941