



Personal Details

Name:
Ogunyemi Opeoluwa

Phone Number
+234 810 532 8676

Email Address
ogunyemiopeoluwa1@gmail.com

Interests

Content curating

Front-End development

Cooking

Sports

Referees

Available upon request.

OGUNYEMI OPEOLUWA

Strong focused individual, with proven abilities in project management, administrative skills and conflict resolution. Opeoluwa is seeking a challenging position in company with opportunity for advancement.

Work Experience

Administrative Officer

First Aluminium Nigeria Plc. / Ogba, Lagos

- Maintaining and updating company database.
- Organize a filing system for important and confidential company documents.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Develop and maintain a filing system
- Coordinating travel arrangements and accommodation.

Executive Assistant


First Aluminium Nigeria Plc. / Ogba, Lagos

- Providing executive level support.
- Acting as the point of contact between the executives and internal or external colleagues.
- Handling correspondence directed to the managers.
- Handling phones, managing calendars, scheduling appointments, meetings, luncheons and conference calls, as well as arranging all travel plans.

Intern, Court Attache

Sotayo-Aro and Co. / Obafemi Awolowo way, Ikeja, Lagos.

- Perform research and write memoranda
- Management of case files;

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- Performed administrative duties(filing, copying staffing receptionists desks; assist with preparation for trials, hearings, and depositions; attend client meetings; assist constituents; attend trials, hearings, arguments)