

Risikat Adeola Azeez

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Adeola Risikat Azeez

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Career Profile

A conscientious individual with three years' work experience in resource management and office administration. Excellent at planning and organizing, relationship management and effective communication. Business technology savvy and able to communicate in a crisp, concise manner. Articulate, attentive to detail, teachable and result-driven.



EDUCATION

The Federal University of Technology, Akure.

2011: *B. Agric Technology in Agriculture and Resource Economics - Second class upper division*

Relevant modules: Resource Economics, Agricultural Finance Management, Micro & Macro Economics, Operation Research and Econometrics, MS package and SPSS, Project Monitoring and Evaluation, Agricultural Marketing, Research and feasibility report preparation and presentation, Labour and Personnel Management

Ulakom Model College, Yala LG, Cross-Rivers State

2011: *West African Secondary School Examination Certificate*

WORK EXPERIENCE



Senior Human Resources & Admin Associate | SafeBoda Nigeria | June 2020 – Till Date

Conducted an organization-wide survey to collect feedback from all staff. From the result of the survey, the following projects were undertaking:

Launched monthly team bonding that features various activities such as movie night, games night etc.

Development of Onboarding program to help new hires acclimatize to the organization and environment

Department/team restructuring to fit the organization's goals and objective

Timely remittance of staff pension

Management of the facilities and guest experience associate

Executive Assistant & HR Officer | Housessories Limited | Jan 2020 – May 2020

Provided executive support to the Managing director on daily operations through active time management of schedules, travel arrangement and various projects.

Worked on content development for the company intranet portal

Worked with the Managing director on the development and launching of a new product during which I served as a procurement officer, sales analyst, and online-store manager (Jumia and Konga)

Charged with Procurement of materials for contracts projects during which I maintained relationships with vendors to the point that they supply goods before payment.

