

AFOLAYAN SIJUWADE ADEBOLA

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SUMMARY

Bachelors of Human Anatomy with experience in clinical settings in addition to basic life support and front desk management.

EXPERIENCE

Sales Executive/Supervisor

November 2024- Present

Buloy Empire Limited (Chevron, Lekki, Lagos State)

- Overseeing daily operations of construction sites, providing exceptional customer service and support.
- Managing a team of workers, coordinating tasks and optimizing workflow to improve efficiency
- Generate sales revenue through effective marketing and negotiation strategy
- Conducting market research to stay updated on business trends, competitors and customer needs
- Contributing to about 80% increase in overall project efficiency.

Front Desk Officer/Nursing Assistant

November 2023- October 2024

Ansett Diagnostic Hospital (Osapa London, Lekki, Lagos State)

- Reducing patient wait by managing Patient Enquiries Effectively
- Scheduling appointments
- Handling payments
- Assisting with administrative duties
- Monitoring Vital signs and direct patient care
- Implementing a new system that improved efficiency to bring in more patients and increase appointment bookings.

SKILLS

- Ability to perform Assessments, Diagnosis, Planning, Implementation and Evaluation of Patient Care
- Cardiopulmonary Resuscitation (CPR), use of Automated External Defibrillator (AED) and First Aid management.
- Phlebotomy: Skilled in performing venipunctures and capillary draws, ensuring patient comfort and safety.
- Graphic Designing with Canva, Figma and Adobe
- Front-End Development: Proficient in HTML, CSS and JavaScript.
- Ability to work under minimal/no supervision.
- Critical thinking and ability to work under pressure.

EDUCATION

University Of Ilorin (Ilorin, Kwara State) **2018-2023**

Bachelors of Human Anatomy

Redeemers High School (Redemption Camp, Ogun State) **2015-2018**

Secondary School Leaving Certificate.

Stafford House Intl. College (Warri, Delta State) **2012-2015**

Basic Education Certificate Examination.

New Era Model School **2004-2012**

Kindergarten and Primary Education

PROFESSIONAL QUALIFICATIONS:

- BSc. Human Anatomy
- National Youth Service Corps (NYSC)
- Basic Life Support (BLS), Advanced Cardiopulmonary Life Support (ACLS) and First Aid under Safe a Life ORG
- Introduction to Human Resource Management from UDEMY.
- Strategic Human Resource Management (SHRM) from UDEMY
- Human Resources: Corporate Learning and Development (L&D) from UDEMY
- Masters in Human Resource Management (HRM) from UDEMY
- Fundamentals of Digital Marketing by Google

SEMINARS/WORKSHOP:

The World Pre-Health Conference

April, 2023