



# ADETUNJI AJAYI.

📍 Yaba Lagos., Nigeria. 01234

🌐 Nigeria

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## PROFESSIONAL SUMMARY

**OBJECTIVES** Delivery of all assigned duties with utmost faith and diligent, Continuous steadfastness to achieve Organizational aims and corporate objectives. Hardworking individual equipped to manage complex schedules and route planning. Frequently commended for high-level communication and problem-solving skills. Brings spotless driving record and knowledge of local safety regulations.

## EDUCATION

**Yaba College of Technology, Nigeria , 2014**  
**National Diploma: Account**

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**Okesuna High School, Nigeria , 2006**  
**West African Examination Council (WAEC): Commercial Class.**

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**Laurel Nur/Pry School, Nigeria , 2000**  
**First Leaving School Certificate: FLSC.**

## WORK HISTORY

**UBER DRIVER., 09/2018 - Current**

**Uber, Lagos**

- Customer's safety is top priority.
- Rendering of Excellence service for all riders.
- Making sure car is conducive for all riders.
- Establishment of good customer relationships .
- Perform regular car maintenance routine.
- Manage over 7-8 customers per day.
- Ensuring customer/courier gets to their destinations in time.

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**JUNIOR ACCOUNT /ADMIN OFFICER., 04/2016 - 06/2017**

**Solid Foundation Estate Ltd., Ikoyi, Lagos., Nigeria**

- Management of Company's Payroll of over 20 staffs.
- Managing office supplies and ordering new supplies as needed.
- Performing systematically filing of important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Establishment of constant communication with potential customers.
- Increment in number of customers database.

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**FIDELITY BANK., 04/2015 - 04/2016**

**Banker (Industrial Attachment)**, Victoria Island. Lagos, Nigeria.

- Resolution of customer's failed debit issues.
- Establishing good customer relationships
- Performing well in great capabilities
- Putting smile on customer's faces.
- Increase in clients database by 10%.
- Company's growth is top priority.

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**JUNIOR ACCOUNTANT.**, 11/2014 - 04/2015

**National Center for Technology Management .**, Federal Ministry of Science & Technology. Victoria Island, Lagos. Nigeria , Nigeria

- In charge of posting journal entries.
- Preparing financial statements.
- Maintaining accounts, receivables, or payables.
- Establish monthly payroll for their company's employees.
- Preparing reports on progress made throughout each month.

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**HEALTH CARE ASSISTANT.**, 07/2013 - 06/2014

**Duchess International Hospital.**, Ikeja, Lagos., Nigeria.

- Helping care home residents with their personal care which includes getting dressed, washing and eating.
- Providing company: chatting and sharing news.
- Involvement with writing residents' care plans.
- Providing information to family members regarding care plan.
- Ensuring that resident's needs and wishes are met.
- Giving feedback to health and social care professionals.
- Administering medication under supervision (as detailed in their individual medication administration record).

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**PERSONAL ASSISTANT/ACCOUNTANT.**, 02/2007 - 06/2014

**J.P Williams & Sons, Monument and Memorials**, Lagos Island, Nigeria.

- Act as point of contact between manager and internal/external clients.
- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately.
- Manage diary and schedule meetings and appointments.
- Make travel arrangements.
- Take dictation and minutes.
- Organised budget documentation and tracked expenses to maintain tight business controls.

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## SKILLS

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| <ul style="list-style-type: none"><li>• Strength/Capability, Flexible worker.</li><li>• Excellent communication skills and sound interpersonal relationship.</li><li>• Good organizational and time management capabilities.</li><li>• Team player able to co-operate and work effectively within management team.</li></ul> | <ul style="list-style-type: none"><li>• Practical and analytical individual able to learn quickly under pressure.</li><li>• Self-motivated, target oriented.</li><li>• Computer literate, ability to work on Microsoft Office Package such as Word, Excel and Power-point.</li></ul> |
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| LANGUAGES | <div><div>English</div><div>Upper intermediate</div></div>   |
| INTERESTS | <b>Hobbies:</b> Reading, Surfing the internet, Exploring new things, Travelling and Watching Football.                                 |
| REFERENCE | <b>Ajayi Adenike.</b><br>Travel Agent.<br>18. Jebba Str. Ebute-Meta,<br>Lagos, Nigeria.<br>Email: nike.ajai1@yahoo.com<br>08035024552. |