

Akinbohun Ifedayo

Compliance Officer@ Halogen group, Fmr. Administrative Executive | Operations @ Tenece Spectra, UI UX design Instructor @Cwwtechafrica, Lead Photography and Video Editor @Four23 studio, Frontend Developer.

Lagos State 100101

deeyakin@gmail.com

+234 802 665 0502

Personal Details

Currently Employed: Yes

Highest Level of Education: Higher National Diploma

Industry: Administrative Assistance, Security & Public Safety, Software Development

NYSC Status: Completed

Work Experience

Compliance Officer (Operations)

Halogen group - Lagos Nigeria

March 2023 to Present

Guards Supervision

I decode post orders to the operatives and ensure strict adherence to the post orders at the protected locations

I maintain strict discipline and adherence to laid down regulations by the operatives under my command

I ensure complete guard strength in assigned locations

I patrol and monitor the activities of guards and beats in assigned locations

I provide guidance to guards on assigned duties

I handle guards' complaints

I download information from clocking device from all the allocated locations to the mobile downloader

Surveillance

I conduct patrol tour of the protected premises and ensures compliance with Halogen standards; I identify and escalate (potential) security risks, threats etc.

I assist the Zonal Head in the administration of processes, procedures etc.

I respond promptly to client complaints or requests; escalate to appropriate officers as required

Reporting

I prepare daily incident or related reports for the Operations Officer and give recommendations for improvement

I complete and submit weekly patrol sheet to Zonal Head

I give feedback on daily routine activities

Lead Photography and Video Editor

Four23 Photography - Lagos

February 2023 to Present

I shoot and edit behind the scene videos so it can be used for content and promotion of the brand.

I edit and manipulate all photos taken by the photographer.

I train other Editors and provide guidance so they can improve and sharpen their skills.

Product design instructor

Cww Tech Africa - Lagos

Present

CWW TECH AFRICA is a startup willing to train 1 million people in Africa on digital skills, I am volunteering to teach product design as a way of giving back my own little quota to the society

Administrative Executive I Operations

Tenece Professional Services Limited - Lagos

June 2018 to May 2022

I joined as an inventory officer and was later given the responsibility to manage the branch office, I was the web administrator, uploading and updating prices and informations on the website, I was also the customer care personal, attending to customers and making sure all issues and complaints are resolved, as an admin, I effectively and efficiently manage a team of 5, guiding and dishing out valuable instructions

to ensure maximum productivity, I worked closely with finance regarding the inflows and outflows made monthly and yearly, I was in charge of procurements, logistics and record keeping. I worked closely with the COO, the creative director and also serve as a liaison between my team and the management.

Lead Teacher| School psychologist

Harvestland Schools - Lagos

April 2017 to July 2018

I worked as a teacher and also a counselor simultaneously, I am very passionate about teaching, I taught 3 different subjects in junior secondary school and senior secondary school, as a counselor, I speak to students on assembly grounds and every moral days on educational and psychological issues, helping students improve their study habits so they can perform exceptionally well in their academics

Education

Bachelor degree in Guidance and Counseling in Counseling

Olabisi Onabanjo University - Ogun

February 2011 to February 2015

Skills

- UI UX design (Figma, Adobe Xd, Prototipe) (2 years)
- Photo and Video editing (Adobe Premier Pro, Adobe After Effect, Adobe Photoshop, Canva, Capcut,) (4 years)

- Office, Data Entry | Analysis skills (Excel, Google sheet, Microsoft word, PowerPoint) (3 years)
- Frontend Development (Html, Css, JavaScript , JQuery , Bootstrap) (2 years)

Languages

- English - Fluent
- Yoruba - Fluent

Links

<https://deeygitalstudio-2o7w.vercel.app>

<https://deeygitalstudio-2o7w.vercel.app>

<https://www.linkedin.com/in/akinbohun-ifedayo-06b272130>