

# Akinbohun Ifedayo

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## Personal Details

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**Currently Employed:** Yes

**Highest Level of Education:** Higher National Diploma

**Industry:** Administrative Assistance, Customer Service, Education & Instruction, Information Technology, Management, Security & Public Safety, Software Development

**NYSC Status:** Completed

## Work Experience

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### Compliance Officer (Operations)

Halogen Security Company - Lagos, NG  
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, NG  
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**

Cwwtechafrica - Lagos

March 2022 to 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, NG

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, NG

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**

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### **Bachelor degree in Guidance and Counseling**

Olabisi Onabanjo University - Ogun

February 2011 to June 2015

### **Diploma in Industrial and Labor Relations**

Olabisi Onabanjo university - Ogun

December 2009 to November 2010

## **Skills**

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

- Photo and Video editing (Adobe Premier Pro, Adobe After Effect, Adobe Photoshop, Canva, Capcut, ) (4 years)
- UI UX design (Figma, Adobe Xd, User Experience, Protopie) (2 years)
- Others( Managerial Skills, Team Player, Organizational Skills, Communication Skills, Customer Service, Leadership)

## Links

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<https://ifedayo-akinbohun.vercel.app/>

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

## Certifications and Licenses

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**Responsive Web Design ( FreecodeCamp)**

**Frontend development (SideHustle)**