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ADELOLA ISRAEL ADETUNJI

PERSONAL PROFILE

- Male
- 20th June
- Single
- Nigerian

OBJECTIVES

Dedicated, success-driven and goal oriented individual, who proudly maintains a highly productive, efficient and quality-driven environment at all times. Seeking a position where I can maximize my experiences, knowledge and community experience with a successful track record in teamwork to achieve set goals.

STRENGTHS

- Efficient use of Microsoft office suite (word, excel, outlook and powerpoint)
- Excellent Data entry skills.
- Excellent growth mindset.
- Possess the highest order of communication skills.
- Willingness to work in cooperation and collaboration.
- Strict adherence to confidentiality principles.
- Efficient observation of work ethics.
- Strong Ability to follow rules where necessary.
- Fast learner.
- Excellent writing skills.
- Comfortable with a team, fine without one.
- Passion for continuous learning and professional growth in any environment.

PERSONAL SKILLS

- Efficient in Team-Work.
- Good Verbal Communication.
- Honesty and Dedication.
- Ability to work effectively in a fast-paced, team-oriented environment.
- Attention to details

- Great management and leadership skills.
- Administrative skills.
- Customer relationship management skills.
- Proactiveness

EXPERIENCES

Content Writer

UR9 Group

July 2024- till now

- Scriptwriting
- Blog post and articles
- Digital magazines
- Ads and Seo
- Proposals
- Research work.
- Web content
- Editing

LEAD GENERATOR(Remote)

Acumen media

Jan 2024- till now.

- Generating confirmed leads
- Monitoring sales.
- Scheduling meetings with clients.
- Monitoring Clients progress.
- Making reservations.
- Data entry into excel sheet.
- Sending and responding to emails.
- Daily Article writing, Blog posts, newsletters and linkedIn excerpts.
- Blog posts on word press.
- Making researches and data compilations

PROJECT MANAGER(Remote).

SIYAH RESTATE AGENCY.

Mar 2020- Jan 2022

ISTANBUL, TURKEY.

- Team coordination .
- Sale generation.
- Hunting prospective businesses .
- Ensuring everyone is doing a banging job.

Writer

ADETUNJI ADELOLA'S BLOG

2019 - Present

- Writing articles on the blog that's featured in magazines.
- Creating awareness that's helped increase number of audience.
- Content moderation.
- I also write thesis and research papers.

TEACHER

AKD (AMERIKAN KULTURE DILLARI)

SEPT 2019 - July 2023

ISTANBUL TURKEY

- Where the following responsibilities included but not limited to;

Teaching English language and history.

- Introduced speaking club to encourage the students to practice English speaking.
- Prepared students for English proficiency exams.
- Encouraged writing exercises to perfect the process of learning.

TELE-SALES REPRESENTATIVE/ HUMAN RESOURCES ASSISTANT

TREDERO TRADINGS

ISTANBUL TURKEY

SEP 2022- DEC 2023

- Addressed customers' trading requests.
- Monitoring the financial market.
- Recruiting of new clients and sales reps.
- Meet a weekly quota.
- Ensured customer satisfaction.

- Ensure workers' efficiency.
- Maintain accurate and complete documentation of sales.

Freelance writer/Research writing(Remote).

HERMES MAGAZINE

London, United Kingdom.

June 2020- Sept 2022.

- It was a contracted a role.
- I researched, reconstructed articles and blog posts.

Writer/Editor

PACE MAGAZINE.

Ado-Ekiti, Ekiti-state.

Sept 2014- May 2016.

- Created social philosophical content for the magazine.
- Monitored and edited content output.

EDUCATION

USKUDAR UNIVERSITY, ISTANBUL TURKEY. 2018 - 2022

Political science and International Relations

Bachelor of Arts, (Honors)

EKITI ANGLICAN DIOCESAN HIGH SCHOOL, ADO-EKITI, EKITI-STATE . 2005-2011

West African Senior Secondary School Certificate

CERTIFICATION

PROJECT MANAGEMENT AND HUMAN RESOURCES MANAGEMENT

ALLISON CERTIFICATION

PUBLICATION:

<https://adelolakwabena.wixsite.com/2019>