

AJAYI IFEOLUWA

16 Balanga Street, Area 11, Garki, Abuja.

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Personal Summary

Result-oriented administrative officer with few years' experience providing clerical and administrative support including organizational and time management skills that enable me complete all duties within a timely manner. A fast and eager learner, I am detail oriented and adopt to changing project requirements quickly to meet organization goals.

Key Skills

- Effective Communication.
- Resilience
- Technical competencies
- Working knowledge of business management.
- Excellent organisational skills.
- Teamwork
- Proficiency in the use of Microsoft Office applications.

Employment History

WEB DEVELOPMENT INTERN;H3GOTRIP LIMITED

(January 2024 - May 2024)

SALES REPRESENTATIVE;ZOET ALPHA AUTOMOBILE

(January 2023 - December 2023)

CUSTOMER CARE REPRESENTATIVE; MULTICHOICE NIGERIA

(July 2022 - December 2022)

FINANCIAL SALES EXECUTIVE; PRUDENTIAL ZENITH LIMITED

(DECEMBER 2021 - MAY 2022)

INVESTMENT ADVISER; WHITE AVENUE GROUP

(March 2021 - November 2021)

ADMINISTRATIVE ASSISTANT, ALEX AND GRACE IZINYON FOUNDATION (NGO), NIGERIA.

(January 2019 – January 2021)

Achievements and responsibilities:

- Assisting the HR department with job posting and interviews.
- Working as part of the team involved in execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Planning and coordinating project activities, including scheduling, reporting and document control.
- Supporting senior team members with administrative functions.
- Facilitating project communications.

Education

University of Ilorin, Kwara State Nigeria.

(2013 – 2017)

Bachelor of Art (B.A.) in Performing Arts.

Ahmadu Bello University, Kaduna State Nigeria.

(2009 – 2011)

Diploma in Mass communication

Federal Government Girls' College, Kogi state Nigeria.

(2003 – 2008)

West African Senior School Certificate

References

References are available upon request.