



**DESIGNATION : Part-Time Lecturer**

**ORGANISATION : Institute of Leadership and Entrepreneurship Academy, Idiroko**

1. Taught relevant area of Human Capital Mgt in the department of Business Administration and Management at undergraduate level in both ND and HND classes.
2. Conducting scholarly research in the relevant field.
3. Designing and delivering instructional content,

**DESIGNATION : Administrative/Human Resources Manager**

**ORGANISATION : Formula 5 Foods and Distilleries Ltd** 2016- 2023  
*Manufacturing*

1. Planning and coordinating administrative procedures and systems and devising ways to streamline processes
2. Recruiting and training personnel and allocate responsibilities and office space
3. Assessing Staff performance and provide coaching and guidance to ensure maximum efficiency
4. Manage schedules and deadlines
5. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
6. Monitor costs and expenses to assist in budget preparation
7. Oversee facilities services, maintenance activities and tradesperson (e.g. electricians)
8. Organize and supervise other office activities (recycling, renovations, event planning etc)
9. Ensure operations adhere to policies and regulations
10. Keep abreast with all organizational changes and business development

**DESIGNATION : PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**

**ORGANISATION : UNIVERSAL REALITY LTD 2013 – 2016**

1. Acting as a first point of contact: dealing with correspondence and phone calls
2. Reminding the CEO of important tasks and deadlines
3. Managing diaries and organizing meetings and appointments, often controlling access to the CEO
4. Typing, compiling and preparing reports, presentations and correspondence
5. Managing database and filing systems
6. Implementing and maintaining procedures/administrative systems
7. Liaising with staff, suppliers and clients
8. Collating and filing expenses

**DESIGNATION : CONFIDENTIAL SECRETARY/ADMIN OFFICER**

**ORGANISATION : LAGOS CITY POLYTECHNIC 1999-2013**

1. Handling confidential material e.g filing sensitive paperwork,
2. Receiving and dispatching of mail
3. Typing of Admission letter
4. Computation of student's semester results

5. Registration of students into the department
6. Other secretarial works

### **EDUCATIONAL BACKGROUND AND QUALIFICATION**

2024	ALISON (Diploma in Human Resources)
2024	OLEREN (Human Resources – Fundamentals)
2012-2014	LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY, OGBOMOSHO (MBA in <b>Human Resources</b> )
2011-2012	LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY, OGBOMOSHO ( <b>PGD in Accounting &amp; Management Science</b> )
2003-2006	LAGOS CITY POLYTECHNIC, IKEJA ( <b>HND in Secretarial Administrative</b> )
2000-2003	LAGOS CITY POLYTECHNIC, IKEJA ( <b>ND in Secretarial Administrative</b> )
1998-1999	LAGOS CITY COMPUTER COLLEGE ( <b>DIPLOMA in Secretarial Studies</b> )
1998	TAI SOLARIN COLLEGE OF EDUCATION, IJAGUN, IJEBU ODE ( <b>DIPLOMA in Data Processing</b> )
1992-1997	OGUNMODEDE COLLEGE, PAPA, EPE ( <b>Senior Secondary School Certificate</b> )
1987-1992	COMMUNITY PRIMARY SCHOOL, EPE, LAGOS STATE ( <b>First School Leaving Certificate</b> )

### **REFEREE**

**To be provided on request.**

### **HOBBY**

**Reading, travelling, making business research and listening to low tune music like gospel music.**

