

ADENIYI, Oluwafisayomi Julihana

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Summary

I am a motivated and energetic graduate possessing extraordinary experience in Microsoft and Google Suites, able to work effectively and efficiently with computer graphics software, and basic data analysis application; proficient in calendar management and ability to deliver result timely and effectively. Open and willing to be part of a challenging and rewarding workforce with culture of excellence.

Educational History

Oct. 2024	M.Sc. Industrial Sociology University of Ilorin, Ilorin, Kwara State
June 2020	Global Institute of Project Management Postgraduate Diploma in Human Resources Management
Sep 2019	B.Sc. Sociology University of Ilorin, Ilorin, Kwara State.

Professional Certificate

Nov. 2024	ALX Virtual Assistant Certificate
Sept. 2023	Google (Coursera) • Foundations of Digital Marketing and E-commerce (Verify at https://coursera.org/verify/2BTHU45NMMR2)
Nov. 2022	Alison (Online) ❖ Understanding Workforce Emotional Intelligence
Aug 2022	Jobberman Soft skill training
Sept 2020	Philanthropy University (Institute of Business & Social Impact, Haas School Of Business, University Of California Berkeley) ❖ Project Management

Work Experience

January 2023 - Date	Virtual Personal Assistant to Cheif Operations Officer (COO) ❖ Responsible for all aspects pertaining to the COO calendar and key dates ❖ Liaise with key persons on various projects and draft correspondence such as emails and letters ❖ Managing diaries and organizing meetings and appointments ❖ Implementing and maintaining procedures/administrative systems ❖ Coordinate events and speaking engagements
Aug 2022 – Dec. 2022	Mevron on-demand Services Limited Ilorin, Kwara State (Hybrid) City Coordinator (Bikers/Trikers) ❖ Maintain online availability of employees

- April 2022 – Aug. 2022 Mevron on-demand Services Limited Ilorin, Kwara State (Hybrid)

- ❖ Address and manage issues with customers
- ❖ Follow up with calls, responded to calls, messages and text
- ❖ Database Management
- ❖ Attend to customers compliant and troubleshoot when necessary
- ❖ Respond to ticket using Zendesk support and chat

Wattara Publishers Limited (Ibadan, Oyo State)

- ## Skills

- ## Hobbies

- ## Referee

Available on request