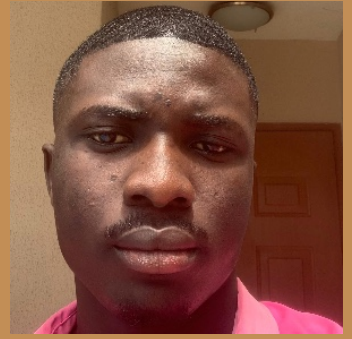


Oladapo Abiodun Damilare



Address Plot 38, Block 15, Chief Yesufu
Abiodun Way,, Oniru, Victoria Island,
Lagos State.

Phone +2349021457840

E-mail oladapoabiodun0@gmail.com

Date of Birth 24/12/2000

Nationality Nigerian

Offering strong organizational skills and keen eye for detail. Ready to use and develop communication, problem-solving, and time-management skills.

Reliable and driven individual with strong organizational abilities and effective communication skills.

Demonstrates proficiency in managing tasks and teamwork, ensuring smooth operations and timely completion of responsibilities.

Eager to contribute to success and efficiency of your prestigious organization.



Skills

Management Skills

Diligence

Punctuality

Great Interpersonal Relationship

Excellent Communicator

Strong organisation

Tactful communication

Interpersonal relations



Work History

Jan 2023 - Mar 2023 **Volunteer Coach Trainee**
Smart Football Club, Lagos, Nigeria.

- Assisted the head coach with training, equipment procurement and scheduling
- Assisted in handling registration, team assignments and travel arrangements during the season
- Assisted in planning, supervising and facilitating safe and effective coaching practices
- Built strong relationship with players and team staffs
- Acted as positive role model for team participants

**Oct 2022 -
Dec 2022**

Social Media Handler

Lotus Fitness and Health, Lagos, Nigeria.

- Provided efficient and courteous service to customers at all times
- Experienced with social media and communications platforms
- Adhered to quality and service standards to support operational goals
- Assisted with new hire orientation and employee training
- Worked with coworkers to complete tasks
- Responded quickly to meet customer needs and resolve problems
- Demonstrated ability to manage multiple tasks while remaining adaptable and flexible

**Nov 2021 -
Oct 2022**

Executive Assistant

Tiskof Power Ventures, Lagos, Nigeria.

- Dealt with correspondence and phone calls
- Completed documents and managed record keeping
- Managed scheduling for company executive
- Managed diaries and organized meetings and appointments
- Curated and proofread letters, mails and other documentations
- Drafted, reviewed, and sent communications on behalf of company's executive
- Filed and retrieved corporate documents, records and reports

**Aug 2021 -
Oct 2021**

Supply Chain Intern

Totalogic Technology Ltd.

- Interacted with numerous departments when developing and putting into place cost-saving initiatives
- Consulted higher management on current initiatives and potential future projects
- Aided in the creation of purchase orders and contracts for the subcontract and procurement team
- Identified qualifying vendors for the bid proposal process as a team member

**May 2019 -
Nov 2019**

Human Resources Intern

Nigerian National Petroleum Corporation

- Organized and stored employment forms and information
- Completed documents and managed record keeping

- Demonstrated awareness, understanding and skills necessary to work in a diverse environment
- Supported recruitment exercises by coordinating and assisting in interviews
- Maintained employees documentation, organizational charts and phone lists
- Supported leaders on projects to enhance efficiency and effectiveness of organization
- Managed internal materials to support colleague communication and engagement



Education

2021

Bachelor of Science: Information and Communication Science

University of Ilorin - Ilorin, Nigeria

2015

Senior Secondary School Certificate

Bammy College - Lagos, Nigeria



Languages

English

◆◆◆◆◆
Bilingual or Proficient (C2)
(A1)



Interests

Music

Photography

Football

Travel