

ADIO EMMANUEL OLUWATIMILEHIN

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PERSONAL PROFILE

A highly talented, knowledgeable and professional individual, with six (6) years professional working experience and extensive knowledge in undertaking various administrative and technological-based operations. I am a passionate observer and learner, seeking to add value and learn in a fast-paced, intellect engaging organization with a purview of societal impact.

EDUCATION

Covenant University, Ota, Ogun State, Nigeria (2010-2014)

- Bachelor of Science in Management Information Systems (MIS), June 2014.
- 2nd Class Upper Degree (2:1)

Providence Heights Secondary School, Lagos, Nigeria (2004-2010)

- Secondary school education

Mamre private school, Lagos, Nigeria (1999 - 2004)

- Primary school education

WORK EXPERIENCE

RITE FOODS LIMITED (August 2017 - Till Date)

- **Executive Assistant to the Managing Director:**
 - i. Currently serving as the Executive Assistant to the Managing Director in various Administrative capacities interfacing with 15 departments whose employee base is over 1000.
 - ii. This gave me access to understand, manage and oversee an interdepartmental organizational structure overseeing a nationwide staff base operation successfully.
 - iii. Also actively engaged in conjunction with the chapter secretary, the administrative running of the Manufacturers Association of Nigeria (Ogun State Chapter) which the MD serves as Chairman.
- **Management Secretary:**
 - i. I also operate in the role of management secretary which gives me access to sit in top management and directors weekly meetings as the co-coordinator of proceedings,
 - ii. This exposed me to top level strategy and implementation sessions of a nationwide business.
 - iii. Also responsible for recording action plans and following through with the thorough execution of agreed to plans by various process owners.

- **ISO Certification Team:**
 - i. I was assigned as an associate to work with the management representative towards the company achieving International Standard Organisation ISO 9001:2015 certification,
 - ii. This role required me to regularly interface with the activities in various departments including production team, Logistics, power plant, supply chain, projects & civil works, mechanical and electrical department, marketing, sales, HR & admin and finance department, in ensuring document control management and adherence to various policies, SOP's and the core competencies required of an international organisation by the ISO especially as it relates with international best practices for proper document control.
 - iii. We achieve the certification in June 2018 and we have sustained the practice across the organization even through the cycles of maintenance audit.
- **Convener Sales Strategy Session:**
 - i. By-privilege of being the Executive Secretary of the MD also availed me the opportunity to be the convener of weekly sales strategy session in conjunction with the National Sales office.
 - ii. This gave me much needed Sales strategic thinking and execution experience in a widely diverse and price sensitive Nigerian Market.
 - iii. Together we were able to take the company's beverage sales from 6% of sales target achieved when I joined to 109% of sales target consistently met nationwide within a year
 - iv. This took the BIGI brand to be the Number 1 PET Beverage Brand in Lagos State and South West region amongst several powerful international competitors.
- **Nielsen Data Analyst:**
 - i. I undertook the responsibility to analyse and extract data using data provided by our data analytics company – Nielsen.
 - ii. This enabled me provide accurate, timely and useful data for strategic decision making such as but not limited to pricing, regional sales strategy & consumer behavior.

RHYSS FARM LIMITED (August 2015 – August 2017)

- **Poultry Manager:** Served as the poultry manager, in charge of 5 Pen Houses, over 25,000 laying birds. Also managed a team of 14 junior staff in the poultry department. In charge of managing purchase and logistics of layers feed inventory weekly.
- **Human Resources/Administrative Assistant:** Served as the assistant to the Human Resource Manager in managing staff strength of over 70 members. In charge of processing staff leave, staff loans and processing of staff information for new employees. Also in collating and preparing reports and materials for top management.
- **Fish Hatchery Supervisor:** Served as the supervisor overseeing the operations in the primary and nursery hatcheries with 3 junior staff and 2 interns.
- **Feed Mill Staff:** Served in the feed mill department in production of over 3 tons of poultry feed per day.
- **Aquaculture Personnel:** Served in large scale grow-out production of catfish and sales

NYSC (August 2014 – July 2015)

- **Bode Thomas Memorial School:** Computer Science teacher for both Junior and Senior Secondary School Students.
- **Class Teacher:** served as the teacher in charge of JSS 3 students.

INTERNSHIP: Afrisoft Interactive Ventures (March 2013 – August 2013)

- **ESTORE BULK SMS:** Served under this department as a support officer and was involved in crediting SMS unit and building Bulk SMS sites with the Joomla framework.
- **VOGUE PAY:** Served under this department as a support officer and was involved in accounting operations which included crediting bank accounts, verifying bank payments and registering of new businesses.
- **SMS PORTAL CREATOR:** Served under this department as a support officer for the SPC software and was involved in the sales of SMS components and offering support services for websites administrators

Volunteer Activities and Leadership Experiences

- Assistant head special duties Covenant University's protocol group.(2012)
- Member of Covenant University Chaplaincy and Campus Cell Fellowship Leaders (2012 -2014)
- Member, Nigerian Association of Computer Science Students (2010 – 2014)
- Mamre Private School- Appointed Time Keeper (Prefect)

AWARDS/CERTIFICATES

- Senior WAEC certificate (2010)
- Bachelor of Science in Management Information System (MIS) (June 2014).
- Oracle Certified Associate – Java SE 5/SE 6 (2012)
- Certified Web and Software Developer (Html, Php, Css, Java script, My SQL, Joomla (Afrisoft Intensive Training Program August 2013))
- Certificate of Appreciation -Building the world's smallest computer(School of Engineering, University of Portsmouth, United Kingdom (July,2013))
- Trinity Farms Certified Aquaculture Expert (2015)
- ISO 9001:2015 QMS Awareness and Document Record Control Training (Vuzela Limited - Sept, 2018)
- EA/PA training Certified (Vocational and Professional Development Academy – February, 2020)

INTERNATIONAL EXPOSURE

SUMMER EXCHANGE PROGRAM (England, JULY 2013)

- Participated as a Summer Exchange Student with Covenant University to Six partner universities in the United Kingdom which included; Durham university, Teeside

University, University of Portsmouth, Southampton Solent University, University of Roehampton and University of Northampton.

- **Durham University:** Participatory member in an Industrial Physics and Renewable Energy seminar
- **University of Portsmouth:** Participatory member in the development of a Raspberry computer and building of websites specifically for the visually impaired.
- **Southampton Solent University:** Participatory member in a Maritime Studies and International Logistics seminar.

FRENCH STUDENTS EXCURSION (Benin Republic, 2009)

- Participated as a French student excursion member to Songhai Farms in an Agro industry seminar.

PROFESSIONAL STRENGTHS

Computer Skills

- Proficient in the use of Microsoft Office Packages (Word, Excel, PowerPoint, Outlook)
- Basic knowledge in Joomla web content development and management.
- Basic knowledge in Ontology development (Protégé)
- Basic knowledge in Java Interface Design (Net Beans).

Programming Skills

- Basic knowledge in Owl Language (Protégé)
- Intermediate knowledge in HTML and CSS web Language (Including twitter Bootstrap)
- Basic knowledge in Java language

Agro-based Skills

- Proficient in the hatching of fry and fingerlings
- Expertise in managing catfish juveniles till maturity stage
- Expertise in water quality management
- Skilled in Feed milling processes (Poultry Feeds)
- Proficient in raising and managing layer birds and egg production.
- Possess basic knowledge in Veterinary medicine (Aquaculture and Poultry based drugs)

Language Skills

- Fluent in English Language, Yoruba.

HOBBIES / INTERESTS

- Event planning and organization
- Reading
- Farming and Livestock Husbandry

PERSONAL DATA

- Gender: Male
- Date of Birth: December, 27th 1993
- State of Origin: Oyo State
- Marital Status: Single