

DANIEL ADEYEMI-ADEOYE

EXECUTIVE ASSISTANT

CONTACT

daniadeyemiadeoye@gmail.com
+234-815-612-9860

EDUCATION

Bachelor of Arts | History and Diplomatic Studies

Olabisi Onabanjo University
2017 - 2021
Second Class: Upper Division

SKILLS

- Qualitative analysis
- Resource management
- Writing and documentation
- Negotiation
- Cross-cultural sensitivity
- Compliance

PROFILE

Meticulous individual with demonstrated success in operations management, seeking Executive Assistant role to utilise analytical, problem-solving, and organisational skills to contribute to smooth and efficient institutional operations.

EXPERIENCE

Service Audit Assistant | Learning Solutions Nigeria | Nov 2023 - Dec 2023.

- Evaluated and reported customer service quality and ambience through targeted service audits, including assessments of staff product knowledge, error detection skills, and adherence to company policies.

Power Operations Co-ordinator (Volunteer) | NCCF, Calabar | Feb 2023 - Oct 2023.

- Maintained institutional stability through proactive supervision of power maintenance, cost-effective procurements, and vigilant ethics monitoring.

Office Assistant | Craftworkshop, Ikeja, Lagos | June 2016 - Oct 2018.

- Provided frontline support, managed visitor flow, information delivery, and ensured efficient delivery of purchased equipment.