

SEUNARA ABIODUN

CONTACT

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PROFESSIONAL INTENT

Growing to become a very dedicated individual, highly effective in undertaking visionary goals, administrative and business management tasks, with passion for impacting others to attaining organizational and personal purpose. Possesses a positive attitude to work and can function well, both on my own and as part of a team. Keen to work for a reputable organization in an engaging and challenging role where I can grow and develop personal, organizational, communication and other technical and professional skills.

SKILLS

- Computer Proficiency
- Time Management
- MS-Word
- Organizational Systems
- Corporate Communications
- Operational Efficiency
- Customer Service Skills
- MS-Excel

VOLUNTEER WORK

Volunteer

2022-2023

PISTIS Foundation-
Lekki, Nigeria

EDUCATION

Bachelor of Science:

International Law and Diplomacy

2022

Babcock University - Ilishan

- First Class Honors Degree

Corporate Governance Fraud 2022

- Institute of Fraud Examiners Nigeria- Associate Member Certification

WORK HISTORY

Business Development Officer

2023

Sigmund Engineering Works Limited - Lekki, Nigeria

(An oil and gas services company)

- Responsible for excellent compilation of bid documents to accomplish effective contract administration.
- Assisted with bid preparation, submission and reporting, liaising between the company, clients and other relevant bodies on project/bid.
- Collaborated with technical teams to technical and commercial proposals that meet client requirements.
- Performed other duties or projects as assigned

Technical Support Assistant

2022

LBTL, Consulting Limited. - Lagos, Nigeria

- Research and Technical Supports/Assistance for HR/Recruitment Projects
- Academic Papers/Reports/Speeches Proof-Reading Support
- Preparation of Training Reports and Compilations of Training Feedback Reports
- Drafted correspondence, compile reports and prepare presentations with keen attention to details.

Administration Assistant

2019

The Ambassadors Schools - Ota, Nigeria

- Customer/Clients Management - Welcomed guests and clients in upbeat and friendly manner.
- Managed Customer Desk for incoming and outgoing calls.
- Managed day-to-day admin, including file organization, spreadsheet development and report writing.
- Assisted with school events and in implementing School Development plans.