

Maryam Opeyemi Adeshina

 Lagos Nigeria

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Objective

Dedicated Administrative officer with 3 years experience of supervising and assisting in the direction of a major department; assists a senior official in the development of operating procedures; confers with him on matters affecting personnel, policy and other administrative problems; makes complex operational decisions; supervises a number of subordinate staff.

Summary

To work in a challenging and competitive environment, which offers opportunities for growth, development and reward creativity, initiative and superior performance whereby honesty and integrity are the norms.

Education

Adeniran Ogunsaya College of Education

National Certificate of Education

2012-2015

Kwara State University Malete

Bachelor of Arts Linguistics and African Languages

2015-2019

Experience

Syd Cosmetics

Administrative Assistant

2017 - 2018

Responsible to provide administrative support to an organization. Some duties include inventory management, organizing company records, roster scheduling, budget and office reporting, invoicing and customer service.

Success keem Petroleum and Gas

Account and Marketing Manager

2020 - 2022

Promoting the company's existing brands and introducing new products to the market.

Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.

Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.

Gathering, investigating, and summarizing market data and trends to draft reports.

Implementing new sales plans and advertising

Opelere Enterprise

Administrative officer and Manager

2022 - 2024

Responsible for managing the daily operations, ensuring that all administrative tasks are completed efficiently, and providing support to other members of the team.

Also uses excellent communication, organization, and time management skills to keep everything running smoothly, acting as the point of contact for all employees, providing administrative support and managing their queries.

Skills

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- A dynamic team player, a fast learner with a strong passion for excellence with good interpersonal skills, an output driven, and a proactive worker. Analytical problem solver and ability to work under pressure. Relevant computer skills include: proficient handling of Microsoft Office Suite, Video Editing Software
 - Attention to details and time management

Project

Department of Linguistics, Faculty of Arts, Kwara State University 2018 - 2019

The Phonological Aspects of Cicipu Language (Acipawa).

A self project researching the aspects and significance of Cicipu Language.

Department of Linguistics, Faculty of Arts, Kwara State University

https://www.academia.edu/29006496/Introduction_to_Nigeria_Language

Reference

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