

# ABIODUN IFEOLUWA EMMANUEL

## Professional Summary

An adaptable and versatile individual with a track record, supporting professional needs with well-organized precision, providing excellent customer service within dynamic environments. Strong prioritization, planning, and critical thinking skills to multitask in fast-paced settings and successfully manage high-volume workloads. Driven to consistently contribute value through impeccable work ethic and unending quest to achieve new service skills.

## Work History

### LEVITES HERITAGE LMITED - Administrative Support Officer/Head of Operations

Ota, Ogun State, Nigeria  
04/2021 – 10/2022

- Coordinate appointments to show marketed properties.
- Develop and maintain a list of available properties suited to different needs and budgets for both commercial and industrial use.
- Analyze operational information for impact on ROI, identify trends, and recommend appropriate adjustments.
- Interact with vendors, contractors, and professional services personnel to receive orders, direct activities, and communicate instructions.
- Kept records accurate, detailed, and fully compliant with reporting requirements to meet state, local, and federal housing requirements.

### INTERLINK POLYTHENIC - Part-Time Lecturer

Ijebu- Jesa, Osun State, Nigeria  
03/2021 - 03/2022

- Arranged syllabus, developed schedule, and determined reading list for varied courses simultaneously, giving students appropriate time to complete assignments and absorb information.
- Graded assignments according to strict institutional policies and upheld guidelines for academic integrity while disciplining plagiarism and cheating accordingly.
- Designed and distributed lecture handouts to round out material and increase student understanding.
- Oversaw student projects and mentored undergraduate and graduate students in effective next steps for education and career preparedness.

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📍 Oregun, Ikeja, Lagos State Nigeria

## Skills

- Excellent Communication Skills
- Customer and Client Relation
- Efficient and Detail-Oriented
- Health and Safety Practices
- Data Entry and Maintenance
- Issue and Complaint Resolution
- Confidentiality Understanding
- Proficiency in Microsoft Office
- Team-Oriented and Cooperative

## Education

2018

### University of Ibadan

Ibadan, Oyo State, Nigeria  
B.Ed.: English Language And Political  
Science

2013

### Josmar International Group of Schools

Ijebu Jesa, Osun State, Nigeria  
SSCE: WAEC

## Certifications

- **National Youth Service Corps**  
NYSC Status: Completed - 2021
- **The Nigerian Lingual Professional**  
Mandatory Continuing Professional -  
2012
- **Quality Improvement Institute of  
Nigeria** –Associate Member 2023
- **Fundamental of Quality (QUIN)** - 2023
- **West Africa Association Of Customer  
Care Professional-** Call Center Skills  
Management Certification 2023

## **ELPIS INTERNATIONAL SCHOOL (NYSC) - Class Teacher**

Jigawa State, Nigeria

02/2020 - 03/2021

- Taught subject matter based on information compiled from textbooks, online sites, and other educational materials.
- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- Planned learning activities that provided students with opportunities to observe, question, and investigate social studies topics.
- Gave assignments, graded work, and regularly discussed the performance with students.

## **BUSINESS DEVELOPMENT EXECUTIVE MANAGER NATIONAL DAILY NEWSPAPER NOVEMBER 2022-Till Date**

- Familiarized myself with all products and services offered by the company.
- Procuring new clients through direct contact and through any other marketing measure.
- Attending networking activities to research and connect with prospective clients.
- Maintaining meaningful relationships with existing clients to ensure that they are retained while procuring new ones through direct contact and any other marketing measure.
- Suggesting upgrades or added products and services that may be of interest to clients.
- Crafting business proposals and contracts to draw in more revenue from clients.
- Negotiating with clients with feedback to the CEO to secure the most attractive prices.
- Reviewing clients' feedback and implementing necessary changes.
- Remaining in tune with trends in consumption to ensure that our offerings remain relevant.

## **ONLINE REPORTER**

- I gather news and information through multiple sources, verify the source for reliability and the information for accuracy, create a report and submit it to an editor or producer. I obtain information from contacts, through personal interviews, press conferences and from other news agencies.
- Collecting, verifying and analyzing thoroughly newsworthy information.
- Assembling findings into a stable story Writing and delivering news stories with the reader's perspective in mind.
- Publish or broadcast news stories.
- Receive assignments or investigate news leads/tips abide by journalism's ethics and codes.
- Contact, interview and research sources.
- Maintain notes and audio recordings.
- Cooperate with reporters, chief editor, producers etc.
- Stay up-to-date with the latest current events in the "beat" by studying papers, attending events etc..
- Active understanding of the Search engine Optimization. (SEO). SOCIAL MEDIA MANAGEMENT

## **ARC Global School Of Performance**

- Communication for project success certification
- Loyalty Quotient Certification ARC Global School of Performance.
- UK GDPR Fundamentals 22<sup>nd</sup> September, 2023

## ***Interest***

- Meeting people
- Reading informative books
- Sports and Travel
- Playing musical instruments

## ***Reference***

- Available upon request

