

Adesanya Aanuoluwapo Opeyemi, ACIHRM

- Human Resource Assistant
- Office Administrator
- Executive Personal Assistant
- Project and Program Assistant

Phone: +234 813 859 9282

Email: aanuoluwapoadesanya@yahoo.com

Address: Lagos, Nigeria (Available to relocate)

Status: Single – Nigerian – Male

EDUCATION

Post Graduate Diploma – 2020

Human Resource Management

Certificate No: 84609

Bachelors of Science (2.1) – 2019

Sociology and Anthropology

Obafemi Awolowo University, Ile-Ife,

Osun State, Nigeria

CERTIFICATION AND MEMBERSHIP

Certified Human Resources Professional

(CHRP) with certificate No: 84621

Associate Chartered institute of Human

Resources Management (ACIHRM) with

Membership No: 84583

INTERESTS

Documentaries Reading

Travelling

Meeting people

New languages

Music and Movies

Video games

Continuous learning

REFEREE

Available on request

PROFESSIONAL SUMMARY

Versatile, detail oriented and result driven individual, possessing core knowledge and skills in human resource management, administration, office management, program and executive support. Seeking challenging roles with Senior Executives, teams, stakeholders and organizations across sectors where my innate problem solving skills can be deployed to deliver timely results towards enhancing organizational productivity.

SKILLS AND COMPETENCIES

Recruitment – Office Management – Executive Support – Time Management – Microsoft Suite – Customer Relations – Leadership – Organization – Research – Record Keeping – Creative Thinking – Collaboration – Team Work – Listening – Detail Oriented – Good Interpersonal Relations – Presentation – Emotional Intelligence – Bilingual (English and Yoruba Languages) – Continuous Learning

PROFESSIONAL EXPERIENCE

Administrative Assistant **August 2019 — June 2020** Chartered Institute of Human Resources Management, Ibadan, Oyo State Achievements

- Received compliments from staffs and colleagues for work done
- Improved experience in administrative support
- Acquired in-depth knowledge on human resource management
- Suggested reasonable solutions to research questions and problems
- Efficient administrative support to the Executives and staff
- Positive appraisal for accurate administrative support

Duties

- Answer and route calls, sort, analyze, and distribute incoming emails, memos, and other correspondence
- Provided administrative support to staffs and colleagues
- Welcome visitors and determine their meetings with executives
- Maintain accurate record management
- Prepare reports on research plans, and take minutes at meetings
- Maintain good relations with internal and external correspondence
- Support the Director in prioritizing and meeting research deadlines

Teacher and Technical Assistant

National Youth Service Corp, August 2019 – December 2020

Community Secondary School Idi - Ope, Oyo, Oyo State

Achievements

- Sensitization of students on anti-corruption and academic pursuits
- Sensitization of market traders on anti-corruption in trading relations
- Sanitation projects at the community health Centre and market

Duties

- Taught Senior school students
- Provided technical support to the senior teachers
- Coordinated students for organized events
- Interfaced with parents on academic and student affairs
- Partook in Community development and sensitization project.

