



ABDULRAHMAN ADAMS

A very good communicator with an excellent track record of persuasive skills

Experience: 2 years | **Available:** Immediately | **Location:** Ibadan & Oyo State

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ABOUT ME



I am Adams Abdulrahman Kehinde, a 400 Level student of Psychology, University of Ibadan, with special interest in administration and leadership roles. Over time, I have worked alongside teams in organization where I have been able to fine-tune my abilities in administrative duties. Worthy of note is, my affiliation with Junior Chamber International.

I have a special interest in entry level positions in administration, human relations and marketing. I am a dedicated fast learner and a good communicator. I speak three languages well and a language appreciably.

I am an enthusiastic digital marketer and content creator.

WORK EXPERIENCE



Logistics and Alphabet

Volunteer, internship | Sales and marketing

Ibadan, Nigeria

2021-10-01 | Currently working here

I Made available resources needed for organization use within specified period.

Handled calls per day to address customer enquiries and concerns

Created plans and communication strategies to ensure deadlines are met accordingly.

Used Microsoft word and other media devices to create documents and other communication media

Handled, retrieval and management of company's assets.

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Junior Chamber International

Volunteer, internship | Protocol officer
Ibadan , Nigeria
2019-03-01 | 2021-12-01

I supervised alongside a team of volunteers proper planning and arrangements of events and ensure strict compliance with events codes and etiquettes, We worked on providing guidance on cultural norms and traditions to visiting dignitaries or other guests.

Aside this, I also conducted researches on best policies in security measures and procedures and making rooms for improvement.

Food Agro Allied industries

Entry level | Access and records
Sango Otta , Nigeria
2017-06-01 | 2018-09-01

I worked alongside a team of access and records workers in conjunction with the logistics department ensuring human and goods traffic are well accounted for.
Aside this, I doubled as a tentative safety enforcement officer. In line with employer's directive, I took part bim educating visitors and staffs on the need to abide by safety rules while within the premises

No Experience |

EDUCATION



University of ibadan

Degree | Bsc in Psychology in view

JOB SKILLS



Digital and media skills

Assets maintenance

Emotional intelligence

Microsoft appreciation

Content creation and research

LANGUAGE SKILLS



English

Yoruba

Arabic

ASSOCIATIONS



Junior Chamber International NigeriaUI: Vice president DLC

Plogging Nigeria UI: Member

The Ganglion Initiative: Member

CERTIFICATES & AWARDS

