

ADENIYI FRANCIS ADANRI

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PROFESSIONAL PROFILE: Experienced executive assistant with a proven track record of over 3 years in supporting top-level executives to maximize productivity and optimize daily operations. Proficient in calendar management, task prioritization, research, presentations, logistics, and project management.

EXCEPTIONAL CAREER ACHIEVEMENTS:

- Ensured seamless day-to-day operations as the Executive Assistant to the Co-Founder and Director of Business Development at Preactivate Consulting.

WORK EXPERIENCE:

Preactivate Consulting - [January 2020 – September, 2023] *Executive Assistant to the Co-Founder and Director of Business Development*

- Collaborated closely with the Co-Founder and Director of Business Development to optimize workflow, manage schedules, and streamline operations.
- Facilitated successful communication between the executive team and various departments, ensuring the seamless execution of company objectives.
- Prepared and organized comprehensive business plans for clients, leveraging market research and strategic insights to help them achieve their growth goals.
- Developed persuasive pitch decks to secure funding, partnerships, and business opportunities for clients, resulting in increased investment and enhanced business prospects.
- Managed and coordinated the Business Acceleration Course, a transformative program that provided hands-on training to more than 100 entrepreneurs across three cities.
- Oversaw the logistics and execution of the program, ensuring the delivery of high-quality content and an exceptional learning experience for all participants.
- Acted as a liaison between the company and external stakeholders, fostering valuable partnerships to expand the company's reach and influence in the industry.

EDUCATION:

- **Bachelor of Science (B.Sc) in Business Administration** University of Ilorin, Nigeria | 2016 - 2021
- **Executive Diploma in Strategic Project Management** Westford Education Group | 2021 - 2022
- **Diploma in Business and Personnel Management** Olabisi Onabanjo University Consult | 2013 - 2015

SKILLS:

- Business Plan Development
- Pitch Deck Creation
- Project Management
- Market Research
- Communication and Interpersonal Skills
- Executive Support and Assistance
- Strategic Planning
- Partnership Building

ADDITIONAL INFORMATION:

- Fluent in English and Yoruba.
- Available for travel and relocation, if required.

REFERENCES: Available upon request.