

BALOGUN, ADESHINA IBRAHIM

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Summary Statement

To uphold a position where I can demonstrate my skills, education, and experience across sectors. I am an excellent team player with a strong commitment to attaining specified goal through smart effort, professionalism, meticulous attention to detail, and a creative mentality, Aiming to build a career in an organization that offers a professional working environment, where my analytical and managerial skills can be utilized to achieve the corporations goals while ushering me as an individual a platform to grow.

Area of Expertise

- Property management
- Estate agency
- Human management
- Project management
- Graphics design
- Pressperson
- Microsoft Office tools
- Digital marketing

Educational background

- **Higher National Diploma Estate Management (2022)**
Yaba College of Technology
- **National Diploma Estate Management (2018)**
Yaba College of Technology
- **Senior School Certificate Examination (2012)**
Ansar- Ud-Deen Senior High School Falolu, Lagos.
- **Diploma Certificate in Graphic Design (2012)**
AY Flourish Venture, Lagos
- **Primary School Leaving Certificate: (2006)**
Ijeshatedo Nursery and Primary School

Work Experience

Estate Surveyor (NYSC) November 2022– November 2023

Paul Osaji and Co Estate Surveyors And Valuers, Lekki Phase1, Lagos, Nigeria.

- Perform property inspection and writing of inspection report
- Preparation and administration of service charge
- Carried out valuation inspection, computation and preparation of valuation report.
- Preparation and administration of rent renewal letter on yearly basis
- Filing and documentation of relevant client document
- Acquisition and disposal of both commercial and resident property for numerous client
- Screening, selection and eviction of tenant from property under the company post folio
- Preparation of tenancy agreement and deed of assignment
- Use of facilities management software like sys serve for work orders and requisition
- Management and maintenance of water treatment plants and generators
- Advising tenants and landlords on land use charge payment
- Use of excel for preparation of bill of quality and work quotations
- Supervising technicians on repair work.

Remote Sale Officer – August 2020 – *in view*

Tutti Blendz & Treats, 16, Shakiru Adeoye, Ogudu Orioke, Lagos, Nigeria.

- Coordinating sales efforts with marketing programs
- Recommending improvements to current sales strategies
- Making sales
- Generating lead
- Handling customer questions
- Managing inventory
- Generate new customer leads through various channels
- Facilitate cold and warm calls to prospective leads

Graphic Artist – October 2017 – March 2018

Pekkindou Kompany Limited, Dolphin Estate Ikoyi, Lagos Nigeria.

- Creation of Lagos state street directional signage boards designs
- Create visual communication such as advert
- Printing and branding of objects and materials
- Publicity of materials and magazine layouts
- Creation of high quality prints and digital art works
- Production of innovative
- Operating the plotting machine to create patterns to vinyl

Head of Operation – June 2015– December 2017

Adegab Printing Press Limited, Shomolu, Lagos, Nigeria.

- Creating strategies with staffs of the press.
- Developing policies that will correlate with the best usage of the printing machines and improve the out the machines.
- Implementing effective processes and standard within the company.
- Managing customer service and ensuring customers retention.
- Overseeing compliance with regulations of the press for safety purpose.
- Reporting on operational progress to the senior management.
- Managing all It solutions and ensuring the right professional is required.

Graphic Artist – March 2013– January 2015

Ay Flourish Ventures – Lagos

- Create visual communication such as advert
- Printing and branding of objects and materials
- Publicity of materials and magazine layouts
- Creation of signage boards designs
- Creation of high quality prints and digital art works
- Production of innovative

INTERESTS AND HOBBIES

- Impacting knowledge
- Interacting with people
- Research for continuous growth
- Participating in social activities, and traveling
- Reading

REFERENCES

- **Available on request**