

# WURAOLA AKINYEMI

Jakande crescent, Lekki Oniru, Lagos, Nigeria | +234 9038017869 |  
wuraolaregina12@gmail.com

## PERSONAL PROFILE

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Astute and driven Business Administration graduate with experience in handling business and administrative operations and driving overall corporate goals. Showcases a high level of dedication to achieving set targets with a demonstrated ability to multitask and utilize data-driven tools to deliver exceptional results. Good communication and interpersonal relations skills with a demonstrated ability to pay attention to detail, offers solutions promptly and efficiently while maintaining cordial professional relationships with clients and colleagues.

## EDUCATION

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- **B.Sc. Business Administration | 2018 – 2021**  
Oduduwa University, Osun, Nigeria  
Second Class (Upper Division)
- **OND. Business Administration | 2014 – 2016**  
Rufus Giwa Polytechnic, Ondo, Nigeria  
Diploma

## SKILLS HIGHLIGHT

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- Business Reporting
- Admin Support
- Research
- Microsoft Office
- Corporate Comms
- Advisory
- Stakeholder Management
- Client Interfacing
- Data Visualization
- Data Analysis
- Presentation
- Conflict Resolution

## WORK EXPERIENCE

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Leadway Assurance Company Limited | August 2022 – July 2023

### Relationship Manager/General Business Operations Analyst

- Developed and implemented marketing strategies to grow the customer base.
- Built and maintained profitable relationships with key customers.
- Analyzed many business options and ensuring final solution meets every stake holder's needs and requirement.
- Worked with the internal stake holders to incept and renew policies.
- Prepared client's policy documents such as, endorsement, debit note and certificate.
- Solved organizational information challenges by using my critical thinking skills to identify business requirements before translating them into detailed instructions for execution.
- Performed, evaluated, and communicated through quality assurance at every stage of systems development by working with others throughout the business hierarchy to communicate findings and help implement changes.

Kolslab Global Projects Limited | Dec 2021 – May 2022

### Executive Assistant to the Managing Director and Admin

- Planned, coordinated, and managed the MD's schedules, as well as recorded minutes of the meetings.
- Researched on building projects and apartments that needed upgrade and management, as well as followed through on such projects for successful completion.
- Managed the building of the company's website and provided key features for customer/client interaction.
- Planned and coordinated schedules and communications for key company executives.
- Conducted interviews alongside the company directors.
- Prioritized emails, gathered documents for meetings, and coordinated travel arrangements.
- Managed administrative operations to maintain smooth workflow in the organization.

Kingdom Royal Academy | Sept 2018 – Nov 2018

**Teacher**

- Shared knowledge by following a specific curriculum and ensured they were taught.
- Prepare course materials such as syllabus, homework assignments, and class works.
- Evaluated and graded students' assessments.

**KEY PROJECTS**

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**Kolslab Global Projects Limited**

- Building Project that led to the opening of a spar and studio.

**AWARDS/CERTIFICATE**

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- Human Resources Management Professional - Project Safety and Management Institute |2023
- Most Outspoken Business Administration Student – *Oduduwa University* | 2021
- Best Literature Student – *Kingdom Royal Academy* | 2013