

OPEYEMI AMODU

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Result-oriented operations support with an outstanding work ethic improving the performance, productivity, efficiency and profitability of organizational operations.

WORK EXPERIENCE

Homework Group, Lekki, Lagos – Operations Support.

April, 2023 – current.

- Devise, deploy and monitor processes to boost long-term business successes.
- Assist operations manager in all operational tasks.
- Work alongside team leaders and managers to implement changes in processing procedure and improved efficiency for the department and the Company.
- Create and maintain well organized electronic and hard copy files to support business processes.
- Improve inventory control costs by reducing damages and stock-outs.
- Update company policies to reflect goals and new technologies.
- Update departmental standard operating procedures.
- Schedule timely repair and routine maintenance services to minimize downtime and disruption to office production.
- Draft common document templates to reduce time spent creating documents from scratch.
- Order and distribute office supplies while adhering to fixed office budget.
- Answer questions and provide information to customers and employees about new software or hardware.
- Respond to faults in networks to rapidly restore connectivity and prevent unnecessary downtimes.
- Assign system permissions and set up computers to assist with onboarding new employees
- Collaborate with supervisors to escalate and address customer inquiries or technical issues.

Homework Group, Lekki, lagos – Executive Administrative Assistant.

December, 2022 – April, 2023.

- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team productivity.

- Upheld strict timetables by maintaining accurate and balanced calendars
- Used software to coordinate meetings, appointments and tasks senior executives.
- Took meeting notes and dictation at meeting and distributed them to identify, analyze and improve workflows.
- Handled and updated confidential and sensitive information with discretion and tact.
- Promoted team productivity by keeping supplies organized and well-stocked
- Answered high volume of calls and email inquiries.
- Supported business and hospitality needs of corporate partners and staff during meetings and company events.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Streamlined operations and prioritized tasks, allowing senior staff to increase productivity.
- Worked with senior management to initiate new projects and assist in various processes.
- Used advanced software to prepare documents, reports and presentations.

AXA Insurance, Lekki, Lagos – Sales Representative/ Financial Advisor

August, 2023 - December, 2023.

- Designed and implemented effective marketing strategies to sell new insurance and existing ones.
- Contacted potential clients and created rapport by networking, cold emailing and cold calling.
- Helped customers identify services/products that best suited their needs.
- Provided insurance quotes and information in a courteous and professional manner.
- Answered customer enquiries regarding coverage level and provided policy enhancement to ensure customer satisfaction.

Higher ground Academy, Ibeju Lekki, Lagos – French Teacher (NYSC)

Novemeber, 2021 – August , 2022.

- Imbided French Language in Students.
- Developed a range of assessments including written and oral tests.

EDUCATION

Bachelor of Arts - August 2021.

French

University of Ilorin| Kwara State, Nigeria.

SKILLS

- Microsoft Software proficiency.
- Canva proficiency.
- Scheduling.
Inventory management.
- Excellent verbal and written communication skills.
- Work control processes.
- Training and Development.
- Relationship building and management.
- Teamwork and collaboration.

CERTIFICATIONS AND EXTRA TRAINING.

- Jobberman soft skill training - 2022.