**OLUSOLA ISAAC ADU**

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**7, Surulere Street, Isarun,**

**Akure, Ondo, Nigeria.**

**PROFESSIONAL SUMMARY**

Thorough Administrative Officer providing unrivaled leadership and forward-thinking optimization strategies for business operation and growth. Adept at delivering results-driven digital organization tactics to increase administrative productivity while lowering operating costs. Excels at simplifying complex procedures to take advantage of modern technology and limited resources for business expansion.

**SKILLS**

* Date management
* Virtual Executive Training Workshop for Tertiary Educational Institutions Professional Administrator.
* Encourage self-care and self-management
* Maintain a clean environment with due consideration of Infection control
* Accurate and precise documentation of information by lay down guidelines.
* Providing support to the patient and their family members.
* Good understanding of patient’s confidentiality.
* Excellent written and oral communication.
* Ability to quickly build a relationship with the client.
* Self-motivated and work great in a team.
* Ability to work and remain calm under pressure.

**EXPERIENCE**

**Administrative Officer, University of Medical Sciences, Ondo City, Ondo State, Nigeria.** March 2020 –Till date

* Taking the Management Minutes and decision extract from the meeting
* Analyzed workflow, record keeping and data processing to find potential improvements.
* Researched executive business operations to compile information into details results.
* Organized computer files, sensitive documents and home office supplies.
* Triaged multiple tasks and competing priorities in servicing request from senior managers.
* Developed and maintained complex confidential files
* Created dynamic spreadsheets using knowledge of Microsoft Excel formulas.
* Worked on special projects, taking lead on important project initiative.

**Administrative Assistant, Olabisi Onabanjo University Consult, Akure Study Center**,

Aug 2015 - Jan 2020, Akure, Ondo, Nigeria

* Answered incoming calls and directed messages to correct party
* Processed correspondent, documents and reports to clerical staff.
* Scheduled meetings and recorded minutes for inter office distribution.
* Planned executive air travel, hotel accommodating and meeting agenda.
* Triaged multiple tasks and competing priorities in servicing request from senior management.
* Organized computer files, sensitive documents and home office supplies.
* Management scheduled and staff coverage logistics for confidential, personal relaying information as intended by senior staff.
* Planned events based on departmental needs and personal request
* Created dynamic spreadsheets using knowledge of Microsoft Excel formulas.
* Performed shopping, bill payment and mail management duties for professionals.

**Personal Assistant to the CEO, Skytrip Travel and Tours,** July 2013 – August 2015

* Setting up appointments, maintaining an event calendar and sending reminders
* Screening and directing phone calls and distributing correspondence
* Handling request and queries in the right manner
* Typing, formatting and editing report, documents and presentation
* Entering data, maintaining and keeping records
* Acting as a go between the administrator and clients

**Student Teaching Intern, National Youth Service Corps**, Jul 2012 - Jul 2013. Ibadan, Oyo, Nigeria.

* Document student progress, attendance and other records in alignment with school and district standards.
* Collaborated with supervising teacher to plan instructional goals and objective, course concepts and instructional methods.
* Set high standards for student performance, supported by meaningful and appropriately diversified instruction.
* Leveraged coursework theories to assess personal teaching performance and implemented improvements.
* Advanced through increasing levels of instructional responsibility by partnering with classroom teacher on areas of needed improvement and growth.

**EDUCATION**

Bachelor of Arts, Religious and African Culture.

Adekunle Ajasin University - Akungba Akoko, Ondo State, Nigeria.

Senior School Leaving Certificate, P.L.S.C

St Luke Primary School - Isarun, Ondo, Nigeria.

**TRAININGS**

* Understand your responsibilities
* Safe guarding adults
* Safe guarding children
* Basic life support
* Health and safety
* Handling information
* Infection control
* Personal development
* Duty of care
* Equality and diversity
* Communication training
* Privacy and dignity
* Fluids and Nutrition
* Awareness of mental health, Dementia and learning disabilities
* Work in a person-centered way

**LANGUAGES**

English, Advanced

Youruba, Native

**HOBBIES**

* Sport (football)
* Travelling
* Meeting people

**MEMBERSHIP**

* The Association of Nigeria University Professional Administrator

**REFEREE**

Mr. Ezekiel Imoleayo Adeniran

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Ondo State.

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