

OKUNADE ADIJAT OPEYEMI

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Mushin, Lagos.

CAREER PROFILE

I am a career-minded individual who likes to work in a challenging environment. An energetic, enthusiastic and self-motivated person with first class interpersonal and communication skills, proven ability to plan and complete multiple tasks with strict deadlines, with ability to learn new tasks quickly and to communicate effectively at all levels. And I quickly develop the rapport necessary for achieving set organizational goals. I am honest, trustworthy, reliable, dedicated and conscientious.

TECHNICAL SKILLS

- Proficiency at the use of Microsoft Office and Desktop Publishing
- Excellent customer service relation
- Attention to details and with a high level of accuracy
- Ability to work without supervision
- Ability to work under intensive pressure
- Self-motivated with the ability to use own initiative
- Good time management skills
- Good communication and creativity skills
- Excellent multitasking and problem-solving skills
- Advanced organizational and strategic planning skills

PROFESSIONAL WORK EXPERIENCE

HMD GLOBAL ESTATE AND MANAGEMENT VENTURES, Abeokuta, Ogun.

Responsibility: Secretary (NYSC)

March 2021 – December 2021

- Run and execute day-to-day activities of a real estate business unit
- Answer and respond to customer inquiries and needs
- Handle and process customer needs and requirements relating to real estate deals
- Interact with clients, owners, tenants and lessees, and handle their requests and needs
- Assist and support real estate attorney in handling litigation cases
- Prepare drafts, agreements, leases and other related documents
- Assist and support administrative staff in processing customer requests
- Interact, plan and schedule meetings and conferences between tenants, owners, communities, project developers and attorneys
- Maintain and manage all databases relating the real estate functions and activities
- Ensure compliance of all laws, local, state and federal laws relating to real estate transactions.

CELPLAS INDUSTRIES NIGERIA LTD MUSHIN, LAGOS.

Responsibility: Supervisor

February 2016 – May 2017

- Ensure quality and consistency of products produced
- Drove efficiency, process improvement, and minimize wasted resources (i.e., wasted materials, employee time, labour hours, space utilization).
- Received guidance and oversight from manager
- Took disciplinary actions when necessary, in accordance with company policies and rules
- Collaborated efficiency with all levels of staff and management and mentor direct reports
- Planned daily shift operations, determines priorities, and allocate work assignments to meet specific daily production requirements.

AUNTY GRACE ACADEMY, MUSHIN, LAGOS.*Responsibility: Teacher*

June 2013 – June 2014

- Ensured that classroom is cleaned and in proper order
- Prepared and distributed periodic progress reports and semester report cards.
- Attended parent-teacher meetings
- Evaluated and documented students' progress
- Allocated and grade projects, assignments and tests.

EDUCATIONAL QUALIFICATION

LAGOS STATE POLYTECHNIC

August, 2019

(Lower Credit)

Higher National Diploma in Marketing

LAGOS STATE POLYTECHNIC

June 2016

(Lower Credit)

National Diploma in Marketing

HOBBIES

- Traveling
- Studying
- Making research
- Teaching
- Creating new innovations
- proffering solutions to different problems

REFEREES:

Available on request