

**ADEJUMO**

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**CAREER OBJECTIVES**

To work in a very challenging environment with highly motivated team with the view of making significant contribution towards the growth of the organization and carving a niche for personal actualization and where my extensive profession and practical experience will be fully utilized and to expand my experience in field and to enhance my skills and competence in any position or job.

**CAREER STRENGTH**

* Proven record of reliability and responsibility.
* Professional throughout critical incidents.
* Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.
* Resourceful problem solver capable of implementing solutions to complex problems.
* Possess special sensitivity to meeting diverse needs in varied situations.
* Relating with people from diverse culture.
* Capable of reading, analyzing, and interpreting general periodicals, professional documents, technical procedures, or governmental regulations.
* Ability to interact with all level of management base on focus and goal driven inclination.
* Ability to develop innovative solution that will help organization to create and realize value.

**WORK EXPERIENCE AND RESPONSIBILITIES**

**AL SAHRAA TRANSPORT AND GENERAL CONTRACTING, ABU DHABI, UAE 2015-Till date**

**Position:** **HR Assistant /Admin Officer**

* Maintain and file documentation needed for reporting to controlling agencies.
* Respond to inquiries.
* Substantiates applicant’s skills by administering and scoring tests.
* Compile and update employee records (hard and soft copies)
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluation etc)
* Provide clerical and administrative support to human resources executives.
* Provides payroll information by collecting time and attendance records.

**AL SAHRAA TRANSPORT AND GENERAL CONTRACTING, ABU DHABI, UAE 2014-2015**

**Position: Document Controller**

* Gathering information for implementing the new project.
* Collecting inputs from clients.
* Listing out the Documents and documenting the project details.
* Explaining the Project Plan to internal execution team.
* Describing all possible document flow structure in the listing/logging applications.
* Submission of documents and creating Transmittal listing and logs.
* Describing and creating the Acknowledge letters for the clients, tracking pending documents through weekly progress reports.
* Notifying the involved party for taking appropriate action on the pending documents.
* Manually follow up with the clients internal team to get an expected schedule for all pending documents.
* Export files in the customer required format.
* Sign-off from the customers with clear specifications of retention of Archives.

**EMIRATE HOLDINGS, LAGOS, NIGERIA 2012-2014**

**POSITION: Personal Assistant**

* Devising and maintaining office systems, including data management and filing.
* Screening phone calls, enquiries and requests, and handling them when appropriate.
* Organizing and maintaining diaries and booking appointments.
* Treat incoming email, faxes and post/correspondence on behalf of the manager.
* Carrying out research and presentation.
* Preparing documents, briefing papers, reports and presentations.
* Organizing and attending meetings and ensuring the manager is well prepared for meetings.
* Liaising with clients, suppliers and other staff.

 **EMIRATE COMPUTER COLLEGE, LAGOS, NIGERIA 2009-2011**

 **Position:** **Computer Analyst/Instructor**

* Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
* Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
* Use object-oriented programming languages, as well as client/server applications development processes and multimedia and Internet technology.
* Confer with students regarding the nature of the information processing or computation needs a computer program is to address.
* Coordinate and link the computer systems within an organization to increase compatibility and so information can be shared.
* Consult with management to ensure agreement on system principles.

**ACADEMIC QUALIFICATIONS**

 **INSTITUTION QUALIFICATION DATE**

 **Tai Solarin University**  B.A(Ed) Degree in Information Technology 2010-2014

 Nigeria.

 **Emirate Computer College** Diploma in Desktop Publishing 2008-2009

 Nigeria

 **Bethel College** College School Certificate 2005-2007

 Nigeria

 **LANGUAGES**

* English (Originate/Fluently)
* Arabic (Basics)

**SKILLS**

* Microsoft Office (Word, Outlook, Excel, PowerPoint), CorelDraw
* Potential to handle a leadership role.
* Interpersonal skills to form effective working relationships with people at all levels.
* Excellent organizational skills.

**PERSONAL ATTRIBUTES**

* Maintain standard of conduct
* Respectful
* Flexible
* Consistent and fair
* Sound work ethics

**HOBBIES**

Sport, Customer Service, Branding and Reading

**RFERENCES**

Available on request