

AdebogunOriyomiModupe

34, Araromi Street, Imota,

+2348154266138

+2348093916485

adebogunoriyomi@gmail.com

Dynamic and results-driven professional with substantial experience with over 5 years of delivering comprehensive administrative support, project management, team leadership, and customer service across transportation, real estate, community development and social entrepreneurship sector.

Qualifications Summary & Skillset

- Demonstrated expertise in office management, administrative support, appointments and meetings scheduling records management, reports creation, quality control, problems and issues resolution.
- Adept at managing diverse teams, environments, directing smooth-running operations, creating and analyzing reports and other documents, and building robust collaborations between wider departments and teams from different backgrounds.
- Highly reliable and creative professional with sense of diligence and aptitude to identify and resolve complex problems and effectively multi-task assignments within stringent deadlines.
- Strong communication (oral and written), organizational, negotiation, attention to details, multitasking and problem solving skills, able to research and prepare well-tailored contents for media users.
- Experienced and proficient in the use of **Microsoft excel workbook, Microsoft PowerPoint presentation, Microsoft words, Google workspace, zoom etc.**

Career Experience

Modlus Print and Branding MD/CEO

2025-Till Date

- Develop and implement the company's vision, business strategies, and growth plans while ensuring sustainable profitability.
- Build and maintain strong relationships with clients, identify new market opportunities, negotiate contracts, and expand the company's customer base.
- Supervise all printing, branding, and production activities to ensure timely delivery, exceptional quality, and customer satisfaction.

- Oversee budgeting, financial planning, resource allocation, and cost control to ensure efficient and profitable operations.
- Recruit, mentor, and motivate staff, promote innovation and professionalism, and foster a culture of excellence, creativity, and accountability.

Hansmag Nig. Ltd.

2024-2025

Administrative Officer

- Managing day to day operations of the office, including meetings and appointments, organizing files, and handling of correspondence.
- Act as the point of contact between executives and internal/external stakeholders. Prepare reports, presentations, and other documents for the executives as required.
- Ensuring the confidentiality and security of files and filing system
- Occasionally traveling to site to inspect ongoing constructions and rehabilitations

Caleb University, Imota Lagos

2023-Dec'23

Hall Administrator

- Overseeing the daily operations of the student residential hall ensuring compliance with university policies and regulations.
- Managing a team of over 1000 resident students providing guidance and support to promote a positive living environment.
- Implementing the hall policies and procedures, conducting regular inspections to ensure adherence and address any issue promptly.
- Maintaining accurate records of hall occupancy, students conduct and incident reports.
- Collaborated with other administrative staff to streamline process and improve efficiency.

Caleb International College, Magodo, Ketu Lagos

2021-2023

Transport Manager

- Managed all aspects of college's transportation operations, including scheduling routines, fleet maintenance and administrative tasks.
- Oversaw a fleet of buses and over 50 drivers ensuring compliance with safety regulations, maintenance schedule, school policies etc.
- Liaised with bus assistants and drivers to provide clear instructions and guidelines for their daily responsibilities.
- Acted as the main point of contact for parents, addressing their concerns, providing timely updates and ensuring a high level of customer service.
- Represented the transportation department at management's meetings, providing reports and updates on transportation activities.

- Assisted in managing all aspects of college's transportation operations, including scheduling routines, maintenance and administrative tasks.
- Coordinated the planning and scheduling of transportation routines for drivers and bus assistant ensuring timeliness and efficiency.
- Worked closely with transport manager to address maintenance needs and ensure compliance with safety regulations.

Community Leadership & Volunteer Experience

1. National Youth Council of Nigeria (NYCN), Imota Local Branch

Coordinator

- Championed youth empowerment and leadership development through impactful community-based programmes and initiatives.
- Fostered unity and collaboration among youth organizations, strengthening youth participation in governance and community development.
- Led advocacy and social intervention programmes, including sanitation campaigns, skills development, and civic engagement projects.

2. Ikorodu Division Youth Initiative (IDYI)

Deputy Project Director

- Contributed to youth empowerment by facilitating employment opportunities, mentorship, and capacity-building programmes across Ikorodu Division.
- Played a key role in developing strategic partnerships with government agencies, private organizations, and development partners.
- Supported initiatives that promoted entrepreneurship, education, and sustainable community development.

3. Edu Child Initiative

(Co-founder)

- Co-founded and supported educational intervention projects for vulnerable children through the provision of school uniforms, learning materials, school bags, sandals, and other educational resources.
- Promoted equal access to quality education by organizing outreach programmes for underserved communities.
- Mobilized volunteers and stakeholders to improve the educational experience of disadvantaged children.

4. Save the Children International (SCI)

(Community Health Volunteer, CHV)

- Supported child-focused advocacy programmes aimed at improving children's welfare, education, protection, and development.
- Participated in community awareness campaigns promoting children's rights and safeguarding.
- Contributed to initiatives that enhanced community participation in protecting and empowering children.

5. NURHI II Ambassador

(City Ambassador)

- Served as a state ambassador promoting reproductive health education and family planning awareness across Lagos communities.
- Conducted sensitization campaigns that improved public awareness of maternal and reproductive health services.
- Collaborated with stakeholders to encourage healthy living and informed health decision-making among young people and families.

6. National Youth Council of Nigeria (NYCN), Ikorodu Division Forum of Coordinators

(Director of Media and Publicity)

- Served as the official spokesperson for the Forum of Coordinators, representing the organization in public engagements and media communications.
- Strengthened collaboration among youth coordinators across the six Local Government Areas and LCDAs in Ikorodu Division.
- Represented the interests of grassroots youth while facilitating dialogue between youth bodies and government authorities.

Education

M.Sc. in international relations

Caleb University, Lagos

2022-2024

Postgraduate Diploma in International Relations

Caleb University, Lagos

2021-2022

HND in Microbiology

Yaba College of Technology, Lagos

2016-2018

OND in Science Laboratory Technology

Moshood Abiola Polytechnic, Ojere Abeokuta, Ogun

2013-2015

Alx

Artificial Intelligence Career Essential.

2024

Leadership training

Lagos State Ministry of Youth and Social Development

2017

Language(s)

English (Advanced)

Yoruba (Native)

References

Available upon request