

ADEDOYIN OSI-EFA

 +2348135512609 |  Adedoyinosiefa7@gmail.com

 53 Hilltop Estate, Ikorodu, Lagos State.

PROFILE SUMMARY

Motivated project management professional with strong analytical, client relations, and communication skills. Skilled in negotiating business agreements, fostering collaboration, and driving operational efficiency. Known for integrity, adaptability, and a commitment to continuous learning. Seeking to contribute to organizational growth while maximizing opportunities for professional development.

CORE SKILLS

- Project Management & Construction Oversight
- Microsoft Project & MS Office Suite
- Forecasting, Scheduling & Resource Allocation
- Operations Monitoring & Performance Management
- Inventory Management & Task Optimization
- AutoCAD & Technical Documentation

PROFESSIONAL EXPERIENCE

Operations/Project Manager – Properties Everywhere Ltd, Lagos. *June 2025 – Present*

- Managed and coordinated office operations, artisans, and construction teams across active projects in Lagos.
- Directed construction teams on active projects across Lagos, ensuring adherence to timelines, budgets, and quality standards.
- Oversaw event setups, team logistics, and site activities, ensuring smooth transportation, efficient coordination, and timely project execution.
- Expanded company portfolio by sourcing 3–5 verified property leads weekly and delivered actionable market intelligence through bi-weekly competitor and pricing reports, directly supporting strategic decision-making..

Assistant Project Manager (Hybrid) – Stonebridge Axis Construction Ltd *Oct 2024 – May 2025*

- Supported development of project plans and construction schedules aligning deliverables with client expectations and resource availability.
- Coordinated virtual meetings with contractors and engineers to align deliverables.
- Managed budgets and implemented cost-control strategies to prevent overruns.
- Enforced compliance via routine inspections and quality audits.
- Facilitated collaboration among architects, engineers, and suppliers.
- Delivered timely progress updates to stakeholders via detailed reports and presentations, maintaining transparency across all phases.

Tech Instructor (NYSC) – Exquitec Education Consult, Ogun *Aug 2023 – Jul 2024*

- Delivered engaging curriculum in computer labs and online platforms.
- Provided one-on-one support to students, clarifying complex concepts.
- Facilitated after-school clubs in coding, robotics, and technology.
- Evaluate and recommend educational software or tools for classroom use.
- Tracked student progress, maintained accurate records, and prepared reports on learning outcomes with actionable recommendations for improvement.

Project Management Intern – Lagos State Ministry of Works & Infrastructure *Jan 2022 – Jul 2022*

- Gained exposure to multiple phases of the project management process while collaborating closely with experienced professionals and cross-functional teams to ensure alignment with organizational goals and strategies.
- Assisted senior project managers with proposals, schedules, and milestones.
- Utilized Microsoft Project and Trello for task tracking.
- Supported risk management activities and prepared stakeholder status reports.
- Supported project leads by preparing regular status reports to keep stakeholders informed of progress toward objectives, reinforcing transparency and accountability.

EDUCATION

- **Bachelor of Technology in Project Management** – Lagos State University
- **Certificate in Computer Engineering** – Global Techs Computer Institute, 2018
- **Certificate of National Youth Service Corps (NYSC)** – Ogun State, 2024