

# OLAMIDE ADELEKE

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## EDUCATION

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### Federal University Oye-Ekiti, Ekiti State

Aug. 2019 - Oct. 2023

*Bachelor of Science in Business Administration (Honours).*

Relevant Coursework: Human Resources Management, Strategic Management, Customer and Consumer Relationship

Grade: *Second Class Lower Division*

## WORK//VOLUNTEER EXPERIENCE

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### GladCrown Foods Limited

May 2026 – Present

- Assisted with daily HR and administrative operations
- Maintained employee records and confidential documents
- Managed schedules, meetings, and office correspondence
- Supported recruitment and onboarding processes
- Handled filing, data entry, and report preparation
- Responded to staff inquiries and provided administrative support

### Holy Trinity Academy, Cross River State

Apr. 2025 - Mar. 2026

- Delivered Business Studies instruction while applying business administration principles in curriculum and classroom management
- Managed student records, assessments, and educational resources to support smooth academic operations
- Developed teaching materials and administrative processes that improved student engagement and performance

### Delesta's Place, Ekiti State

Aug. 2021- Oct. 2024

- Administered financial records and store documentation, ensuring timely and accurate record-keeping
- Managed business records encompassing financial transactions and inventory/store data
- Supported overall business operations through effective management of financial and administrative records
- Maintained comprehensive store and financial records to facilitate accurate reporting and decision-making

### Fortune Hospital and Dental Centre, Oyo State

Aug.2017 – Nov. 2019

- Managed financial records and store inventory for the hospital and dental centre, ensuring accuracy and compliance
- Handled daily administrative operations including billing, payments, and stock control
- Maintained organized record-keeping systems to support efficient business operations and decision-making

## TRAINING & CERTIFICATES

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### National Youth Service Corp (NYSC)

Mar. 2026

### Institute of Safety Professionals of Nigeria

Mar. 2026

- Project Management Professional (PMP) Course
- Human Resources Management (HRM) Course
- Customer Service & Relationship Management (CSRM) Course
- General Health Safety & Environment. Level 1&2
- Health Safety & Environment. Level 3

### International Institute of Business Analysis: Business Analyst

Oct. 2025

## SKILLS AND INTERESTS

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### Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- CRM Tools
- Database Management
- Email and Digital Communication Tools

### Soft skills:

- Effective Communication
- Leadership
- Emotional Intelligence
- Time Management

- Problem Solving
- Active Listening an Empathy
- Teamwork.

**Languages:** English and Yoruba, conversational proficiency in English

**References:** Available on Request