

ADENIJI MATHEW BABATUNDE

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Professional Summary

Energetic and driven administrative expert with an advanced educational background in Public Administration. Possesses over 5 years of hands-on experience in office administration, policy implementation, human resource support, and organizational management within both public and private sector environments. Demonstrates a strong understanding of governance systems, public policy, administrative ethics, and civil service procedures.

Proven ability to manage stakeholder interactions, organize administrative tasks, and assist senior management in accomplishing institutional objectives, along with a reputation for having outstanding communication and organizational abilities. Flexible, meticulous, and endowed with sophisticated abilities in reporting, records administration, and the Microsoft Office Suite. Devoted to ongoing career advancement and supporting the provision of effective and responsible services.

Skills and Competencies

- Cross-functional collaboration and teamwork.
- Continuous learning and professional development.
- Conflict resolution and negotiation.
- Ability to use Microsoft word.
- Idea generation and implementation.
- Attention to detail and quality control.

Work Experience:

October 2024 - till date. Lagos University Teaching Hospital, idi Araba, Lagos.

Position Held: Higher Executive Officer (Locum Appointment)

- Performing routine administrative and sub-professional tasks.
- Exercising supervisory functions over more junior officers.
- Managing specific unit within a department.

- Serving as a communication link to disseminate policy updates, standards, and new procedures.
- Ensure proper documentation and filing of patient records, correspondence, and official memos.
- Supervise junior administrative staff (Executive Officers, Clerical Officers).

September 2023- July 2024. Lagos University Teaching Hospital, Idi Araba, Lagos.

National Youth Service Corps (Nysc) Posting

- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Coordinated travel arrangements for employees, ensuring cost effectiveness and efficiency.
- Maintained inventory levels of office supplies; placed orders when necessary.
- Established a healthy customer relationship.
- Utilized problem-solving skills to resolve customer inquiries in an effective manner.

December 2018 - April 2019. Lagos University Teaching Hospital, Idi Araba, Lagos.

Position Held: Siwes Student

- Developed the ability to work independently and as part of a team.
- Collaborated with fellow students, working on group projects and assignments.
- Built trusted professional relationships with staffs using strong listening and engagement skills.
- Adapted quickly to changing environments while remaining focused on Organization goals.

February 2015 - January 2017. Origin Gardens and zoo, Ikorodu, Lagos.

Position Held: Sales Representative

- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Coordinated travel arrangements for employees, ensuring cost effectiveness and efficiency.
- Maintained inventory levels of office supplies; placed orders when necessary.
- Established a healthy customer relationship.
- Utilized problem-solving skills to resolve customer inquiries in an effective manner.

June 2014 - January 2015. Madojutumi Foods, Abiola Way, Abeokuta, Ogun State.

Position Held: Sales Representative

- Provide exceptional customer service and support to ensure customer satisfaction and loyalty.
- Utilized persuasive communication techniques to close deals quickly and efficiently.
- Developed and maintained strong customer relationships and networks within designated sales territory.
- Manage and maintain accurate records of sales activities, customer interactions and sales performance.
- Develop and execute sales strategies to meet and exceed sales targets.

Educational Qualifications

- **2024 -2026: Crawford University, Faith City, Ilesha Igbesa, Ogun State.**
MSc. Public Administration
- **2022- 2024: Crawford University, Faith City, Ilesha Igbesa, Ogun state.**
BSc. Public Administration (Second Class Upper Division)
- **2020- 2022: The Federal Polytechnic Ilaro, Ogun State.**
Higher National Diploma, Public Administration (Upper Credit)
- **2017-2019: Yaba College of Technology, Yaba, Lagos State.**
Ordinary National Diploma, Public Administration (Upper Credit)
- **2008- 2014: Ijemo Titun High school, Ilesha Abeokuta, Ogun state.**
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- **2002-2008: Jummy private school, Adigbe Abeokuta, Ogun state.**

Referee

Otunba Ayo Danso

Ayo Danso & Co.

(Chartered Accountants)

18, Carter Street,

Ebute-Metta, Lagos.

Mrs Rachael Bashorun

Deputy Director

Lagos University Teaching Hospital, Idi Araba, Lagos

Red Brick, Staff Quarters, Lagos University Teaching Hospital

Mrs Oni Olubukola

Confidential Secretary,

Lagos University Teaching Hospital, Idi Araba, Lagos

Block 4b, Red Brick, Staff Quarters, Lagos University Teaching Hospital