

ADEWUYI MORIZUQOT ADEYINKA

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PROFILE

A dynamic professional with proven leadership abilities and a strong educational foundation in Social Studies. Skilled in research, communication, administration and problem solving with the ability to contribute effectively to organisational success.

EDUCATION

B.Sc (Ed) Social Studies

Olabisi Onabanjo University, Ogun State
2020 – 2024

West African Senior School Certificate Examination (WASSCE)

Toluwani Comprehensive High School, Ogun State
2013 – 2018

WORK EXPERIENCE

Lagos State Ministry of Environment – NYSC Member

2025 – 2026

- Administrative support duties
- Records management
- Human resource support
- Office coordination

GOOG Professional Services – Administrative Officer

2024 – 2025

- Managed documentation and records
- Supported daily office operations
- Organised filing systems

LASUSTECH – Examination Invigilator

2022 – 2024

- Supervised examinations
- Enforced examination regulations
- Distributed and collected examination materials

ADDITIONAL EXPERIENCE

PZ Cussons – Production Assistant 2023

- Assisted production operations
- Supported quality control processes

J D Footwears – Production Assistant 2022

- Assisted manufacturing activities
- Supported packaging and finishing processes

KEY SKILLS

- Verbal and Written Communication
- Teamwork and Collaboration
- Time Management
- Critical Thinking
- Research and Analysis
- Adaptability
- Organisational Skills
- Problem Solving

INTERESTS

Research, Writing, Exploring, Personal Development

REFERENCES

Available on request.