

AYODELE, Adedoyin E.

Fidiso Bus stop, Ajah, Lagos, Nigeria.

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Personal Profile

I am a young motivated, adaptable, teachable and responsible graduate with integrity. I can work independently also as a team in other to achieve collective goals with a Bachelor of Science (B.Sc.) in Microbiology from Federal University Oye Ekiti.

Skills

Technical Skills:

- Proficient in the use of CRM, Zoho, Trello, Advanced Excel, Google sheet, Google package, Power Bi, IBM SPSS, Tableau for statistical analysis and visualization

Soft skills:

- Communication skills, report writing, project management, strong commitment, excellent written and effective verbal communication skills, Ability to work independently and manage complex problems, decision making, collaboration skills, Fast learning, Ability to work remotely.

Education

2019 - 2024	B.Sc. Microbiology Second Class Upper Degree Division (4.45)	Federal University Oye Ekiti.
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2004-2008		Corpus Christi College
	□ West Africa Examination Certificate	

Work Experience

HelpStation	Sales Manager	September 2025- Till date
(Remote)		
• Planned and executed a structured research initiative to identify annual events across Lagos for B2B sales of ambulance standby services. • Generated sales lead with key decision-makers including banquet managers, event planners, and facilities managers at major venues. • Developed a referral commission program for event planners, creating a sustainable lead generation channel. • Researched and categorized over 50 annual events by festive period (Easter, Sallah, Independence, Detty December) and industry sector. • Mapped major venues including Tafawa Balewa Square, Eko Convention Centre, and Landmark Event Centre and partnered with them. • Analyzed market trends and government initiatives to identify high-priority target segments.		

- Built and maintained a contact database for ongoing relationship management.
- Documented over 50 annual events, creating a targeted outreach pipeline valued at in potential revenue.
- Developed a referral program positioning HelpStation as a preferred vendor for event planners.
- Aligned outreach strategy with Lagos State Safety Commission partnership as a competitive advantage

Achievement: I exceeded my monthly revenue target, and I was able to open numerous leads that generate monthly revenue for the company

HelpStation **Graduate Trainee Associate/Customer Services** **July 2025-September 2025**
(Remote)

- Proactively recruited new B2B clients (hotels & restaurants) through targeted outreach via phone and WhatsApp, successfully converting leads into registrations for first aid, food safety, and hygiene training programs.
- Strengthened and managed key accounts by providing dedicated emergency support, swiftly deploying paramedic services to address client needs and solidify trust.
- Developed strategic partnerships with event organizers by crafting and presenting compelling proposals to become their official emergency response services provider.
- Consistently exceeded all key performance indicators, including revenue targets and call volume quotas for each month.

Achievement: I hit my target for every monthly, I was promoted and assigned to lead a project

Light Heights Global Service **Travel Manager** **2024**

- Communicated with clients to understand their travel needs and preferences
- Assisted clients with cost and school counselling to their preferred location and other necessary documentation for international travel
- Planned and organised travel itineraries for clients ensuring all details are meticulously arranged
- Assisted with school application, follow-up, visa application
- Conducted embassy class for clients by preparing them for interview

Achievement: 80% of my client was able to go to there desired countries

PwC Switzerland / Forage **Intern(Remote)** **August 2024-December 2024**

- Completed a job simulation where I strengthened my Power BI skills to understand clients and their data visualization needs better.
- Demonstrated expertise in data visualization through the creation of Power BI dashboards that effectively conveyed KPIs, showcasing the ability to respond to client requests with well-designed solutions.
- Strong communication skills reflected in the concise and informative email communication with engagement partners, delivering valuable insights and actionable suggestions based on data analysis.

Promise Diagnostic Centre **Intern** **June - December 2023**

- Observed medical procedure, learn about diagnostic technique and gain insight into healthcare operations

- Assisted the healthcare professional by supporting the doctors, nurses and other staff members with patient care, procedures and administrative tasks.
- Data entry and management by accurately enter patient information, test results and other data into the centre's system
- Assisted with laboratory procedure, prepared sample, and performed basic tests. Assisted with filling, scanning and maintaining patient records
- Maintained confidentiality and adhered to professional standards
- Attended training sessions, workshops and team meetings to enhance knowledge and skills
- Assisted with daily operations such as answering phone preparing material, and performing other tasks as needed

Federal University Oye Ekiti

Teaching Assistant

January 2021 - June 2023

Tutored undergraduates at all levels in Microbiology courses.

Leadership

July-September 2023 Decoration and sanitation coordinator, Christ Apostolic Church Campus Fellowship, Federal University, Oye Ekiti

- Co-led organization of the fellowship for about 30 members. Special role in organizing member by decorating beautiful decorations in the fellowship

Certification

Pwc Switzerland

Power BI Job simulation

September 2024

Alison

SQL server for Data analysis

August 2024

Alison

Advanced Excel for Data analytics

August 2024

Atingi

Data, Algorithm and gig work

August 2024

Atingi

Introduction to AI and emerging tools

August 2024

Coursera

Data Analytics

May 2024

Amdor Analytics

Data analytics and Data science

April 2023

Google

Foundations: Data, Data, Everywhere

August, 2023

Hobbies And Interests

I Enjoy Solving Puzzles, Travelling and learning new things.

Referees

On Request