ADIGUN AZIZAT ASAKE

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PROFILE SUMMARY

Organized and dependable HND graduate in Building Technology with strong administrative and communication skills. Experienced in managing records, scheduling, and office coordination. Bilingual and capable of supporting smooth and efficient office operations.

WORK EXPERIENCE

Employer: Muoner Machinery Co. Ltd 2025-2026
Position: Stock Officer
Responsibilities:

- Maintained accurate stock records and ensured optimal inventory levels
- Processed purchase orders and monitored supply activities
- Assisted in warehouse operations, including stock organization and control
- Maintained and updated supplier records and documentation
- Ensured compliance with company procurement policies and procedures
- Demonstrated strong attention to detail, record-keeping, and organizational skills

Employer: Ibinaji Secondary School, Amaeke Abam, Abia State. 2024-2025
Position: Teacher (Basic Science & Technology, French, English Language) NYSC

Responsibilities:

- Prepared lesson plans, organized teaching schedules, and maintained accurate records
- Managed student records, assessments, and documentation with attention to detail
- Handled communication in both English and French, supporting bilingual interaction
- Assisted in coordinating and supervising examinations to ensure smooth operations
- Performed administrative duties including filing, report writing, and record keeping
- Supported general school operations, demonstrating strong organizational and multitasking skills

Employer: Princess Dee Cake & Event Decor 2020-2023
Position: Trainee
Responsibilities:

- Assisted in planning and coordinating events, ensuring smooth execution
- Developed organizational and time management skills while handling multiple tasks
- Learned cake and snack production, demonstrating attention to detail and creativity
- Supported event decoration and setup for various occasions

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- Gained practical experience in customer interaction and service delivery.

Employer: Maduka Enterprises Limited. 2019-2020
Position: Sales Executive
Responsibilities:

- Attended to customers daily, ensuring excellent service and satisfaction
- Maintained accurate records of sales and transactions
- Monitored stock levels and conducted regular inventory checks
- Assisted in procurement and restocking of goods
- Developed strong communication, organizational, and record-keeping skills

EDUCATION QUALIFICATION

- The Oke Ogun Polytechnic Saki
  Higher National Diploma(HND) in Building Technology 2021-2023

- The Oke ogun Polytechnic Saki
  National Diploma(ND) in Building Technology 2018-2021

CERTIFICATION

National Youth Service Corps Certificate 2025

SOFT SKILLS

- Communication skills (English & French)
- Organizational skills and Time management
- Attention to detail
- Interpersonal skills
- Problem-solving and adaptability
- Teamwork
- Customer service
- Confidentiality & discretion

REFEREES

Available on request.

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