
AYODEJI BLESSING, ADEYANJU

VIRTUAL ASSISTANT

Kwara State, Nigeria

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PROFESSIONAL SUMMARY

Motivated and highly organized Agricultural Science graduate with hands-on experience in administrative support, operations, and team coordination. Currently working as an Assistant Veterinarian and Agriculturist while undergoing training to transition into a Virtual Assistant role. Known for strong communication skills, a proactive work ethic, and the ability to manage tasks independently in dynamic environments. Passionate about supporting businesses remotely through task organization, client communication, scheduling, and project follow-through.

PROFESSIONAL EXPERIENCE

Assistant Veterinarian and Agriculturist

February 2025 – Present

Shartest Agro Limited, Ilorin, Kwara State.

- Supervised daily farm operations for over 1,000 livestock, ensuring timely feeding, proper care, and routine health monitoring.
- Managed inventory and supply tracking, helping reduce waste and improve cost efficiency by approximately 15%.
- Assisted in organizing and executing seasonal routines like vaccinations and breeding schedules, consistently meeting targets ahead of deadlines.
- Maintained detailed records of livestock health and farm activities to support smarter, data-driven decisions by management.
- Acted as the communication bridge between field operations and management, providing timely updates and addressing logistical needs.
- Stepped up to handle urgent and time-sensitive farm duties independently, ensuring nothing fell through the cracks.
- Worked alongside a team of 5+ staff members, contributing to a collaborative and efficient work environment.

EDUCATION

Bachelor of Science (B.Sc) in Agricultural Science

Kwara State University, Malete, Kwara State

2019 – 2024

- **Graduated Third Class**

TECHNICAL SKILLS

- Calendar & email management
- Task scheduling and documentation
- Data entry and records management
- Customer support and correspondence
- Operations planning

ADDITIONAL SKILLS

- Strong attention to detail
- Critical thinking & problem solving
- Excellent verbal and written communication
- Great interpersonal and teamwork abilities
- Willingness to learn & adapt quickly
- Effective time management
- Proven ability to excel in dynamic, fast-paced environments

TECHNICAL TOOLS AND PLATFORMS

- Google Workspace (Docs, Sheets, Gmail)
- Microsoft Office (Word, Excel, PowerPoint)
- Zoom, Google Meet
- Trello or Notion (basic familiarity)

NON-DEGREE CERTIFICATIONS

- **Virtual Assistant Certification (In View)** – Incubator Hub

LANGUAGE SKILLS

- Native Speaker of English