

ADEJOLA ADEOLA SARAH DAMILOLA

SOCIAL MEDIA MANAGER | ADMIN & LOGISTICS PROFESSIONAL

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PROFESSIONAL SUMMARY

Detail-oriented and result-driven professional with a strong background in administration, logistics coordination, customer service, and social media management. Proven ability to manage operations, communicate effectively, create engaging content, and deliver excellent service. Adept at multitasking, problem-solving, and meeting goals in fast-paced environments.

CORE COMPETENCIES

- Logistics Coordination
- Customer Service Excellence
- Social Media Management
- Communication
- Teamwork
- Strong Work Ethic
- Self Management
- Adaptability
- Time Management
- Problem Solving
- Attention to Detail

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Google Workspace
- Canva
- CapCut

PERSONAL QUALITIES

- Reliable & Responsible
- Fast Learner
- Highly Organized
- Creative & Innovative
- Result Driven

ADDITIONAL INFORMATION

- Nationality: Nigerian
- NYSC Status: Currently Serving
- Availability: Open to Opportunities

CAREER OBJECTIVE

To contribute my skills, knowledge, and experience to a dynamic organization where I can add value, grow professionally, and help achieve organizational goals while consistently delivering excellent service.

WORK EXPERIENCE

SOCIAL MEDIA MANAGER

First Bond Logistics

2026 – Present

- Manage and grow the company's social media presence across platforms.
- Create engaging content using Canva and CapCut to promote services and increase brand visibility.
- Managed customer inquiries across social media channels and ensured timely resolution.
- Improved response time to customer messages, enhancing customer satisfaction and retention.
- Develop content calendars and monitor performance metrics to improve engagement and reach.
- Collaborate with the team to create campaigns that drive awareness and increase business leads.

SECRETARY

Systemgate Engineering Limited

2023 – 2025

- Provided administrative support to management and staff.
- Managed phone calls, emails, and correspondence professionally.
- Organized meetings, appointments, and maintained office schedules.
- Prepared reports, documents, and presentations using Microsoft Word and Excel.
- Maintained proper filing systems and ensured data accuracy and confidentiality.
- Supported logistics coordination by communicating with clients and vendors.
- Enhanced office efficiency through effective time management and teamwork.

EDUCATION

HIGHER NATIONAL DIPLOMA (HND) IN BUSINESS ADMINISTRATION AND MANAGEMENT

Adecom College of Business and Management

2022/2023 | Second Class Lower

NATIONAL DIPLOMA (ND) IN BUSINESS ADMINISTRATION AND MANAGEMENT

Adecom College of Business and Management

2019/2020 | Second Class Lower

N.E.C.O (NATIONAL EXAMINATION COUNCIL)

Lagooz College

June/July 2017

KEY ACHIEVEMENTS

- Managed customer inquiries across social media channels, resulting in higher customer satisfaction.
- Improved response time to customer messages, boosting retention and trust.
- Increased engagement and reach on social media through consistent content creation and strategy.
- Maintained 100% accuracy in documentation and administrative tasks.
- Supported smooth logistics operations through effective communication and coordination.

INTERESTS

- Content Creation
- Reading & Research
- Travel & Exploration
- Personal Development
- Music

REFERENCES

Available on request.