ENIOLA COMFORT OGUNYEBI

Lagos State, Nigeria | 08137277455 / 08159158773 | com4eni@gmail.com

PROFESSIONAL SUMMARY

Organized and results-oriented administrative and operations professional with 6+ years of experience supporting management, coordinating schedules and logistics, handling administrative documentation, managing people, and supporting business programs. Experienced in personal assistance, administration, customer service, hospitality, and office support, with strengths in communication, procurement support, employee coordination, planning, problem-solving, and day-to-day operations. Adept at maintaining organized workflows and supporting organizational objectives.

CORE SKILLS

Administrative & Office Management • Personal Assistant Support • Calendar & Schedule Management • Travel & Logistics Coordination • Records & Document Management • Procurement & Purchasing Support • Team Coordination & Staff Supervision • Recruitment & Employee Selection • Program & Event Coordination • Customer Service • Hospitality Support • Stakeholder Communication • Performance Monitoring • Problem Solving & Decision Making • Microsoft Office • Media & Video Coverage

PROFESSIONAL EXPERIENCE

Manager | Queenwealth Brand | Magboro, Lagos State | **2024–2026**

- Developed operational strategies and action plans to support business objectives and improve day-to-day coordination.
- Recruited and supported employee selection based on role requirements and organizational needs.
- Monitored progress toward business objectives and followed up on assigned activities.
- Measured staff and operational performance against established standards and identified areas for improvement.
- Implemented practical solutions to operational challenges and supported continuous improvement.
- Ensured compliance with workplace policies, procedures, and safety requirements.

Personal Assistant / Administrative Officer | Dr. Rhoda Makinde Initiative (DROMI) | Ondo City, Ondo State | **2018–2024**

- Managed the Managing Director's schedule, appointments, correspondence, and day-to-day administrative support.
- Handled internal and external communication and coordinated logistics, including travel arrangements and related activities.
- Prepared and followed up on administrative assignments to support the smooth running of organizational operations.
- Coordinated programs for department women and supported the distribution of food and non-perishable items to less-privileged communities.
- Supported media activities and video coverage for organizational programs and events.
- Acted as a purchasing officer for charity assignments, supporting sourcing and procurement of required materials.

Classroom Teacher (Teaching Practice) | Gofamint International Nursery and Primary School | Iwaro Oka-Akoko, Ondo State | **2022**

- Supported classroom instruction and lesson delivery during teaching practice; assisted with classroom organization, student engagement, and effective learning activities.

Secretary to an Architect

- Provided secretarial and administrative support, including handling correspondence, organizing documents, and assisting with day-to-day office coordination.

Waitress | P&P Hotel and Lounge | Akungba-Akoko, Ondo State

- Welcomed and attended to guests, took orders, served food and beverages, maintained dining-area cleanliness, and supported a positive customer experience.

EDUCATION & QUALIFICATIONS

National Certificate in Education (NCE), Social Studies | Adeyemi College of Education, Ondo State | 2019–2023

Senior Secondary School Certificate (SSCE) | Benwright International Academy, Edepie, Yenagoa, Bayelsa State | 2011–2016

Primary School Leaving Certificate | Katekey International Primary School, Agbado, Lagos State | 2005–2010

ADDITIONAL STRENGTHS

Professional communication and stakeholder engagement • Planning, organization, and multitasking • Team leadership and employee coordination • Procurement and logistics support • Community program coordination • Media support and video coverage

INTERESTS

Professional development and learning • Current affairs and talk shows • Reading motivational books

REFERENCES

Dr. Bolajikende Matthew | Department of Pure and Applied Psychology, Adekunle Ajasin University, Akungba-Akoko, Ondo State

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