

JOSHUA ENYO-OJO ADEJO

Abijo, Lagos State. • +234 904 544 2866 • adejojoshua24@gmail.com

PROFESSIONAL PROFILE

Detail-oriented professional with years of combined experience spanning site and project coordination, administrative support, records and information management, and customer-facing operations. Proven ability to organize complex information, lead and motivate teams, and streamline workflows for efficiency. Brings strong organizational, analytical, and communication skills to site management, administrative, records-management, or information-services roles.

CORE COMPETENCIES

Project Management/Coordination	Information Gathering & Record Management
Leadership/ Facilitator	Cross-Functional Communication
Health, Safety & Environmental Compliance	Critical Thinking & Problem-Solving
Financial Record Vetting & Reconciliation	Customer Service & Sales Support
Attention to Detail & Documentation	MS Office, Google Workspace & Emerging AI Tools

WORK EXPERIENCE

General Site Manager

May 2026 – Present

StandUp Structures and Construction Company

- Oversee day-to-day site operations, coordinating personnel, materials, and schedules to keep projects on track.
- Supervise on-site teams and subcontractors, assigning tasks and monitoring progress against project timelines.
- Enforce health, safety, and quality-compliance standards across the site.
- Maintain accurate site records, progress reports, and documentation for project stakeholders.
- Serve as a key point of coordination between site personnel, management, and vendors.

Technology Advancement Programme (TAP)

2024 – 2025

Shallara Secondary School, Maiduguri

- Delivered technology instruction to students at a well-regarded coeducational secondary school known for high academic standards and modern facilities.
- Prepared lesson materials and supported students in developing practical technology skills.

Co-Managing Director / Staff

2021 – 2024

Edan Café and Computer Repair Services, Maiduguri

- Supported undergraduate students with academic project work, including research assistance and summarization of assignments and course handouts.
- Managed computer sales, repairs, and general internet café services, maintaining consistent service quality for a steady customer base.
- Vetted invoices and reconciled the business checkbook, helping maintain accurate financial records.
- Oversaw day-to-day work environment and operations, and served as a front-line sales and customer service representative.

Assistant Manager

2019 – 2021

Abba Rhema Café and Gadget Stores, Maiduguri

- Managed daily operations and maintained the general work environment for the store.
- Vetted invoices and reconciled the business checkbook alongside sales and customer service duties.

Staff

2017 – 2018

KenRays Arts and Graphic Studios, Maiduguri

- Produced graphic designs and stencil work for client projects.
- Printed banners, posters, and other promotional materials to specification.

EDUCATION

Bachelor of Science(Ed)

Library and Information Science

2025

University of Maiduguri, Borno State

O-Level

WAEC/NECO

2017

Namu Model Secondary School, Maiduguri

TECHNICAL & ADDITIONAL SKILLS

- Competent computer user with working knowledge of MS Word, Excel, PowerPoint, and Google Suite.
- Keeps up to date with emerging software technologies, including AI tools.
- Practical hands-on skills with hardware, mechanical and/or electrical tools.

LANGUAGES

- English
- Hausa
- Igala