

FRANCIS AYOMIDE MICHAEL

Oyo State, Nigeria

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PROFESSIONAL PROFILE

A motivated HND graduate in Business Administration from Adeseun Ogundoyin Polytechnic, Eruwa with hands-on experience in production management and office administration. Skilled in team collaboration, time management, and problem-solving, with a proven ability to handle administrative and managerial tasks efficiently. Seeking a challenging role to contribute my skills and grow professionally.

EDUCATION

Higher National Diploma (HND) in Business Administration – Adeseun Ogundoyin Polytechnic, Eruwa, Oyo State | [2024]

WORKING EXPERIENCE

Administrative Manager- FFF GAS PLANT LIMITED, Amuloko Ibadan

- Supervise office activities and administrative staff.
- Serve as a link between management and staff.
- Draft memos, letters, and official notices.
- Ensure the office environment is organized and productive.
- Monitor attendance and punctuality.
- Prepare staff schedules and duty rosters.
- Evaluate employee performance.

National Youth Service Corps (NYSC) | Jan – Dec 2025

- Gained professional exposure in office administration and clerical operation

Assistant General Manager-NEXA Agency international, No 22, Awosika Bodija, Ibadan
2021-2022

- Gained Strong communication skills
- problem solving skills
- Team-Work

Secretary –Barr. Osita (Esq) Chambers, Yaba, Ondo

- Handled clerical tasks including documentation, filing, and correspondence.
- Scheduled appointments and maintained the office calendar.
- Welcomed clients and managed front desk responsibilities.
- Receiving and attending to visitors
- Answering phone calls and emails
- Filing and organizing documents
- Scheduling meetings and appointments
- Preparing reports, letters, and memos
- Managing office supplies and inventory
- Maintaining records and databases

Assistant Production Manager – Kings Popcorn Factory, Ondo |

- Oversaw daily production activities to ensure quality and efficiency.
- Managed inventory and coordinated with suppliers for timely material supply.
- Monitored staff performance and ensured compliance with safety standards.

SKILLS

- Office Administration
- Team Collaboration
- Effective Communication & Interpersonal Skills
- Time Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Organizational skill and problem Solving

LANGUAGES

- English – Fluent
- Yoruba – Native

REFERENCE:

On request