

OGUNLEYE SEYI ISAAC

Near Mountain Of Fire & Miracles Ministries, Iwo Road, Ibadan, Nigeria

Phone: +234 706 166 4705

Email: ogunleyeseyi22@gmail.com

ADMINISTRATIVE PROFESSIONAL | EXECUTIVE ASSISTANT | HR & OPERATIONS SUPPORT

PROFESSIONAL SUMMARY

Results-driven Psychology graduate with practical experience in executive support, administration, human resources, education, customer relations, and operations. Adept at managing schedules, coordinating projects, maintaining confidential records, organizing events, and supporting organizational goals. Recognized for excellent communication, leadership, adaptability, and problem-solving skills.

CORE COMPETENCIES

Executive & Administrative Support; Calendar & Schedule Management; Human Resources Administration; Office Administration; Project Coordination; Report Writing & Documentation; Records Management; Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Google Workspace; Email Management; Customer Relationship Management; Data Entry; Event Planning; Team Leadership; Communication; Time Management; Critical Thinking; Problem Solving; Attention to Detail.

PROFESSIONAL EXPERIENCE

HANDS CORPORATE SERVICES

Post Held: Personal Assistant

February 2025 – March 2026

- Managed executive calendars, appointments, meetings, and daily schedules.
- Prepared reports, correspondence, and confidential documents.
- Coordinated travel arrangements, meetings, and administrative logistics.
- Managed communications and follow-ups.
- Improved operational efficiency through proactive planning.

ISOKO COMMUNITY HIGH SCHOOL, EJIGBO

Post Held: Agricultural Science & Yoruba Teacher

January 2023 – January 2024

- Taught Agricultural Science and Yoruba to Junior and Senior Secondary School students.
- Prepared SS3 students for WAEC and NECO examinations.
- Coordinated JSS3 BECE examinations.
- Mentored students academically and personally.
- Planned Inter-House Sports Competition.
- Coached school football team to an Inter-School Championship victory.

THE TRYBE CITY

Post Held: Human Resources Administrator (Intern)

May 2021 – January 2022

- Assisted recruitment and onboarding activities.
- Maintained employee records and HR documentation.
- Supported performance evaluation processes.
- Prepared reports and administrative documents.

CCECC NIGERIA LTD

Post Held: Journeyman Carpenter

March 2014 – December 2019

- Participated in construction projects while maintaining safety standards.
- Collaborated with engineers and supervisors.
- Demonstrated teamwork, discipline, and attention to detail.

GNLD / NEOLIFE INTERNATIONAL

Post Held: Marketer

January 2013 – November 2013

- Promoted nutritional products and maintained customer relationships.
- Conducted product presentations and customer education.

EDUCATION**OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE***Bachelor of Science (B.Sc.) Psychology*

2016 – 2020

TOP-TREND COMPREHENSIVE COLLEGE, OSOGBO*Senior Secondary Certificate*

2007 – 2014

OMOLADE NURSERY & PRIMARY SCHOOL, KAJOLA-IJESHA*Primary School Certificate*

2001 – 2006

TECHNICAL SKILLS

Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Google Workspace; Internet Research; Data Entry; Email & Calendar Management; Graphics Design.

PERSONAL ATTRIBUTES

Excellent Communication Skills; Strong Leadership Ability; Integrity; Fast Learner; Team Player; Analytical Thinker; Adaptable and Resourceful; Strong Organizational Skills.

REFERENCES

Available upon request.