

OYETAYO OLUWASEYI BABATUNDE

14 Ogunlana Street, Off Ikosi Ketu, Lagos

📞 09077414747 / 08066760944    ✉️ oyetayoseyi@gmail.com

PROFESSIONAL SUMMARY

Resourceful and tech-savvy graduate with a background in Sociology and hands-on experience in administrative roles and HR operations. Skilled in digital tools, basic UI/UX design, and team coordination. Certified in **Human Resource Immersion Program (HRIP, 2025)** and **Human Resource Management**. Passionate about HR technology, fintech, secure digital services, and operational efficiency.

CORE SKILLS

- Adaptability & Fast Learning
- Administrative Support
- Communication & Teamwork
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Data Organization & Record Management
- Basic UI/UX Design Knowledge

RELEVANT EXPERIENCE

National Automotive Design and Development Council (NADDC)

*NYSC – Human Resource Assistant | 2023 – 2024*

- Provided administrative support within the HR unit.
- Maintained employee records and documentation.
- Supported coordination of training and orientation programs.

Bisdab Property

*Clerk | 2020*

- Managed office files and assisted with daily clerical activities.
- Helped in organizing meetings and maintaining proper documentation.

Freelance Graphic Designer (Intern)

*2016*

- Worked on promotional and branding materials.
- Developed a creative mindset and client-focused communication skills.

EDUCATION

Federal University Oye Ekiti – *B.Sc Sociology* | 2017 – 2022

Skylight Global Institute – *Human Resource Management Professional (HRMP)* | 2024

CERTIFICATIONS

- Human Resource Immersion Program (HRIP) – 2025
- Human Resource Management Professional (HRMP) – 2024
- Product Design (UI/UX), Basic – 2023
- National Youth Service Corps (NYSC) – 2023/2024

HOBBIES

Exploring New Skills | Travelling | Team Activities | Singing

REFEREES

Mr. Samuel Aloba – Banker / Friend — 08028936095

Mr. Afolabi Mabunmi – Programmer / Friend — 08104401460