

ABDULAZEEZ OLAYINKA ADERONKE

22 Gbolagade Oladeji Street

Ikotun, Lagos State

09034390052.

abdulolayinka22@gmail.com

SKILLS

- Excellent written and verbal communication
- Active listening and interpersonal skills
- Proficient in Microsoft Office Suite, Google Docs, Google Sheets
- Data entry and document management
- Report writing and analysis

EXPERIENCE

April 2024 - April 2025

Campus 360 Student show Agidigbo / Fresh Fm Ibadan ; On Air Personality

- Handled interviews on air
- Facilitated topics and programs for the shows
- Aired opinions and knowledge on air

June 2025- September 2025

LohliAfrica; Virtual Brand Publicity

- Facilitated promotion for the brand
- Daily update for the brand lohli
- Provided contents for the brand
- Actively promoted the brand and its products

August 2021- July 2022

Office of Innovation Creativity; Lagos State Secretariat-Procurement Unit- IT Assistant

- Assisted in procurement analysis and documentation for the Lagos State Public Procurement Agency.
- Verified and registered vendors for approval processes.
- Coordinated and tracked procurement activities across multiple units.
- Supported in preparing and reviewing budget items.

February 2021- May 2022

Abiola's Household Mart; Lagos-Sales Manager

- managed sales and marketing
- prepared and executed rational business strategies to meet goals
- coordinated activities of other employees towards achieving goals
- enabled employer and employee communication

March 2020 - September 2020

Craft by Jade; NGO-Virtual Assistant

- Managed data entry and documentation tasks.
- Handled scheduling of meetings, agendas, and official memos.
- Sourced and organized materials for NGO programs.

January 2016 - March 2029

ABIOLA's Household Mart; Lagos -Sales Assistant

- Conducted sales reporting and market analysis.
- Managed product inventory and ledger systems.
- Facilitated customer engagement and product distribution.

EDUCATION

Associate Chartered Public Administrator

Chartered Institute of Local Government and Public Administration of Nigeria

June 2025 - December 2025

HND, Public Administration

The Polytechnic Ibadan, Oyo State

September 2023 - August 2025

OND, Public Administration

The Polytechnic Ibadan, Oyo State

December 2019 - July 2021

Senior Secondary Certificate Examination (SSCE)

De Gloryland College, Lagos State

September 2013 - June 2018

LEADERSHIP & VOLUNTEERING

Honorable Member; Public Administration Student's Representative Council

2019 – 2020

Assistant General Secretary; Public Administration Student's Executive Arm

2020 – 2021

Appointee- Director of Strategy for SUG President

2023-2024

Senate Clerk ; Faculty of Business and Communications Studies

Protocol Officer 2; Public Administration Student's Stakeholder Committee.

2024-2025.