

ADENRELE OLUWATOSIN ESTHER

Lagos, Nigeria | 07067897566 | tosinadenrele@gmail.com

PROFESSIONAL PROFILE

Organised and dependable operations and field-supervision professional with experience coordinating people, daily activities, materials and records across farm, retail, research and healthcare environments. Experienced in assigning duties, monitoring work progress, maintaining standards, resolving day-to-day issues and reporting to senior personnel. Strong practical understanding of workplace safety, hygiene, resource control and team accountability. **Willing and highly motivated to learn construction processes, site procedures and technical requirements, as requested for candidates who are ready to learn and grow within a structured construction environment.**

CORE COMPETENCIES

- Team supervision & task allocation
- Materials & resource monitoring
- Staff communication & accountability
- Customer/stakeholder communication
- Daily work coordination
- Health, safety & hygiene awareness
- Problem solving
- Time management
- Work progress monitoring
- Record keeping & reporting
- Quality & standards monitoring
- Willingness to learn & adapt

PROFESSIONAL EXPERIENCE

Enumerator / Research Assistant | OGSTEP / IITA

2024 – 2025

- Coordinated field activities and worked to scheduled project plans while collecting and verifying information from farmers.
- Followed project procedures carefully, maintained accurate records and submitted information for review and reporting.
- Worked independently in field environments and communicated effectively with project stakeholders.
- Identified issues during field activities and escalated relevant matters to supervisors.

Retail / Operations Experience | Justrite

2021 – 2023

- Supported day-to-day operations in a busy retail environment, helping maintain smooth workflow and service standards.
- Assisted with stock monitoring, product availability and general operational coordination.
- Worked with colleagues to complete assigned duties on time and maintain an organised working environment.
- Handled customer and operational issues professionally and communicated them appropriately.

Farm Manager | Niji Farm

2017 – 2020

- Supervised farm workers and coordinated daily activities to ensure assigned work was completed efficiently and on schedule.
- Allocated duties, monitored progress and followed up on outstanding tasks to maintain productivity.
- Monitored farm supplies, tools, inputs and other operational resources and maintained relevant records.
- Maintained standards relating to cleanliness, safety, organisation and proper use of equipment and resources.
- Coordinated activities with workers and other stakeholders and resolved routine operational challenges.

Healthcare Assistant | Life Shade Clinic and Maternity, Lagos

Present

- Support daily activities in a structured healthcare environment while following workplace procedures and instructions.
- Assist with safe movement, positioning, hygiene and general patient support while maintaining a clean environment.
- Observe and report relevant issues to senior staff and maintain appropriate records.
- Apply infection-prevention, hygiene and safety practices consistently.

NYSC Teacher | Uhuga Obagie Secondary School, Edo State

2016 – 2017

- Planned and coordinated classroom activities, managed groups of students and maintained daily schedules.
- Worked with school staff and community members to support student welfare and learning activities.

EDUCATION

B.Tech, Crop and Environmental Protection — Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Oyo State | 2015

Diploma in Education

RELEVANT PROFESSIONAL STRENGTHS

Team leadership and supervision • Field coordination • Safety-conscious working practices • Resource monitoring • Accurate documentation • Stakeholder communication • Reliable attendance • Adaptability • **Willingness to learn construction/site procedures and grow within a structured construction environment** • Ability to work in practical, fast-paced environments

REFERENCES

Available on request.