

SOPHIA OYINEAMIE IFOUGHALE

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Professional Summary

Detail-oriented and highly organized personnel with experience supporting office administration, recruitment activities, records management, documentation, customer relations, and operations support. A quick learner with the ability to adapt quickly to new systems, processes, and responsibilities while maintaining accuracy and professionalism. Possesses strong organizational, communication, and problem-solving skills, with a passion for providing efficient administrative support and contributing to the success of HR, Administrative, or Operations teams.

Key Highlights

- Supported recruitment and onboarding activities while maintaining confidential records.
- Coordinated meetings, schedules, documentation, and operational logistics.
- Prepared reports, correspondence, meeting minutes, and publicity reports.
- Recognized as a quick learner with strong organizational and communication skills.

Core Competencies

HR Administration • Recruitment Support • Office Administration • Operations Support • Meeting Coordination • Calendar Management • Records & Document Management • Report Writing • Customer Service • Stakeholder Communication • Microsoft Office • Google Workspace

Professional Experience

Admin/Operations Assistant | Mission Support Network Centre | Feb 2026 – Present

- Provide administrative and operational support to the Head of Administration & Operations.
- Coordinate meetings by managing schedules, logistics, participant communication, and follow-up.

- Prepare speakers and callers ahead of meetings by communicating discussion points and expectations.
- Transcribe training sessions and meetings, ensuring accurate documentation and timely circulation.
- Compile reports and maintain administrative records.
- Prepare reports, correspondence, and operational documents to support management.
- Collaborate with internal teams to ensure efficient day-to-day operations.

NYSC Member | Crystal City School, Ibadan | Nov 2024 – Nov 2025

- Maintained student and administrative records with accuracy.
- Supported daily administrative operations and coordinated school activities.
- Collaborated with staff to ensure smooth operational processes.

Administrative Officer | AL-SALAM Import & Export |Jan 2024 – Oct 2024

- Managed operational documents, invoices, and official correspondence.
- Maintained organized filing systems and accurate business records.
- Prepared reports and administrative documents.
- Liaised with vendors and customers to support efficient office operations.

HR & Administrative Assistant | CZ6 Aurelia Groups |Apr 2021 – Dec 2023

- Supported recruitment by coordinating interviews and onboarding documentation.
- Maintained confidential employee records and HR documentation.
- Prepared reports, presentations, meeting minutes, and correspondence.
- Coordinated meetings, calendars, and office administrative activities.
- Supported projects, company events, and stakeholder communication.

Education

B.Sc. Oil & Gas Management – Global Wealth University, Lomé

Certifications

- Human Resource Management
- Project Management Professional (PMP)
- Customer Service & Relationship Management
- Health, Safety & Environment (HSE Levels 1-3).

Technical Skills

Microsoft Word, Excel, PowerPoint, Outlook, Google Workspace, Data Entry, Internet Research, Records Management, Front-End Web Design.