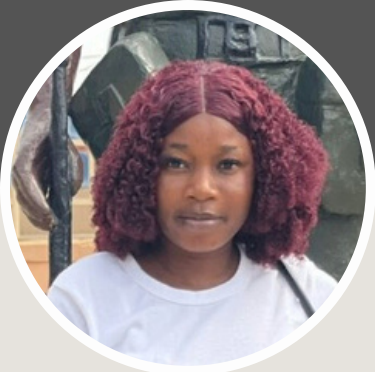




ADEBAYO ADEOLA OMOTAYO

CONTACT

- 08140063185
- adeolaomotayo2019@gmail.com
- Raliatu, Oshodi-Isolo, Lagos State

SKILLS

- Administrative & Office Support
- Client Relationship Management
- Property Marketing & Sales Support
- Research & Data Collection
- Report Writing & Documentation
- Communication & Interpersonal Skills
- Public Relations & Customer Service
- Time Management & Organization
- Microsoft Office (Word, Excel, PowerPoint)
- Problem-Solving & Critical Thinkin

LANGUAGES

- English (Fluent)
- Yoruba (Fluent)

REFERENCE

Available On Request



PROFILE

Highly motivated and detail-oriented Political Science graduate with hands-on experience in real estate consultancy and public service through the National Youth Service Corps (NYSC). Possesses strong analytical, communication, and administrative skills, with a proven ability to support organizational goals through research, client engagement, documentation, and project coordination. Adept at working independently and collaboratively in fast-paced environments, with a strong commitment to professionalism, integrity, and continuous learning.



WORK EXPERIENCE

Consultant

Real Estate Company, Ado-Ekiti 2025 - Present

- Provided professional consultancy services to clients on property acquisition, leasing, and investment opportunities.
- Assisted clients in identifying suitable residential and commercial properties based on budget and preferences.
- Conducted property inspections and site visits with prospective buyers and tenants.
- Maintained accurate records of property listings, client inquiries, and transactions.
- Supported marketing activities by promoting properties through online and offline channels.
- Liaised between property owners, buyers, and management to ensure smooth transactions.
- Prepared basic reports on market trends, client feedback, and property performance.

National Youth Service Corps (NYSC)

Ado-Ekiti, Nigeria 2025

- Actively supported administrative operations within the Place of Primary Assignment (PPA).
- Assisted in data collection, record keeping, and documentation of official activities.
- Participated in community development service (CDS) projects aimed at societal improvement.
- Helped in organizing meetings, programs, and official events.
- Prepared reports, correspondence, and official documents as assigned.
- Collaborated with supervisors and colleagues to ensure efficient task execution.



EDUCATION

B.Sc. Political Science (Second Class Upper)

Olabisi Onabanjo University, Ogun State | 2019 - 2024

Senior Secondary School Certificate (WAEC)

Acad Epiphany College, Ogijo | 2018

First School Leaving Certificate

Caros Standard School, Mowe-Ibafo, Ogun State