

Ademola Quadri Abiola

07034704478 | ademolaquadri3470@gmail.com

Ibadan, Nigeria.

CAREER OBJECTIVE

Hardworking and result oriented University graduate of Industrial Relations and Personnel Management (Second Class Upper Division). Skilled in interpersonal communication, time management and team collaboration. Seeking to work in an environment where there is opportunity for career development.

TECHNICAL AND SOFT SKILLS

- Organization skills: ability to work on different projects, manage deadlines and follow proper reporting guidelines.
- Critical thinking: ability to approach situations critically by considering all variables and potential risks.
- Interpersonal communication: ability to explain complex financial findings to colleagues and client.
- Adaptability: ability to adapt to changing standards, technology advance and workplace dynamics.
- Time management: ability to multitasking and meet deadlines with satisfactory results.
- Team collaboration: ability to participate in team projects with colleagues and generate results.

EXPERIENCE

Ministry of Youth and Sport, Ekiti State

2022

Position: NYSC Intern

- Assisted in office administrative duties
- Utilized an effective filing system to maintain proper records of documents and files
- Coordinated the involvement of every youth in Sports

ACADEMIC QUALIFICATIONS

- B.sc Industrial Relations and Personnel Management (Second Class Upper Division) **2021**
Osun State University, Nigeria
- West Africa Examination Council (WAEC) **2016**
Rachael International College, Ibadan, Oyo State

CERTIFICATIONS, TRAININGS AND PROFESSIONAL DEVELOPMENT

- Chartered Institute of Personnel Management (CIPM) **in view**

REFERENCES

AVAILABLE ON REQUEST