



KEHINDE ONIFADE

PROFILE

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| Name | Kehinde Onifade |
| Birthday | 7th October 2000 |
| National | Nigerian |
| Language | English |
| Grade | Second Class (Upper Division) |

FOLLOW ME

Facebook
facebook.com/Kehinde Onifade

Linkedin
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CONTACT

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64/Raufu Williams Crescent/Surulere, Lagos, Nigeria

ABOUT ME

I am a recent graduate of Library, Archival, and Information Studies from the University of Ibadan, with strong skills in academic research, content development, and knowledge management. Currently working as a Research Assistant at Emmanuella and Olawale Law Practice, I conduct in-depth research to support legal solicitors. I am also an ALX certified Virtual Assistant and a PSMI certified Project Manager, with proficiency in Microsoft Office, Google Workspace, Figma, ActiveCampaign, and Mailchimp.

I am open to opportunities in Academic Research, IT, HR, and Project Management.

EDUCATION

**BACHELOR DEGREE
LIBRARY AND INFORMATION
SCIENCE**
*University of Ibadan
2018 - 2023*

**WEST AFRICAN SENIOR
SCHOOL CERTIFICATE**
*Hillcrest High-School
2011-2017*

SKILLS

Virtual Assistant

Project Management

Research Analysis

Communication

Negotiation

Problem-Solving

WORK EXPERIENCE

**Research Assistant
2023-2024**

**Emmanuella & Olawale Law Practice
(Surulere,Lagos)**

My role as Research Assistant involves assisting solicitors in the law firm with research on case laws and principles. I constantly use research platforms such a Primsol, Law Insider & Thomson Reuters Practical Law. I also assist solicitors in preparing presentation materials involved in trial plan and strategy. My role affords me the opportunity to serve a diverse set of clients including HNIs and corporate bodies

**Executive Assistant
to Chief Executive
Officer
2021-2023**

Divine-Intervention Pastries Stores, Ibadan

My role as Executive Assistant to the Chief Executive Officer, involved monitoring procurement of baking materials and staff performance delivery. I was also tasked with ensuring customer orders were delivered on time. I also participated in customer acquisition and retention exercises wherein I was able to bring in over thirty customers(30), improving the company's revenue by 60%

**Financial Advisor
2024-Present**

Leadway Assurance

Offering tailored financial advice to clients, helping them plan and manage their insurance and investment portfolios.

Additionally, provided guidance on wealth management and long-term financial planning

KEHINDE ONIFADE

CERTIFICATIONS

ALX VIRTUAL ASSISTANT
CERTIFICATE
October 2024

CERTIFIED PROJECT MANAGEMENT
ASSOCIATE
August 2024

TAFTA ARTS BUSINESS &
ENTREPRENEURSHIP CERTIFICATE
March 2024

