ADEJUWON DAMILOLA BUSAYO

07025268767 | iamewa20@gmail.com | Lagos, Nigeria

PROFESSIONAL SUMMARY

A motivated and detail-oriented HND graduate in Insurance with strong communication, administrative, customer service and organisational skills. Able to work effectively in a team, adapt to new environments, solve problems and manage responsibilities with professionalism. Having successfully completed the National Youth Service Corps (NYSC) programme, I am eager to apply my knowledge, contribute to organisational growth and develop valuable professional experience while supporting business objectives.

CORE SKILLS

- Customer Relationship Management
- Risk Management
- Insurance Principles
- Claims Administration
- Communication & Interpersonal Skills
- Record Keeping & Data Management
- Sales & Marketing
- Documentation & Administrative Support
- Customer Service & Client Relations
- Attention to Detail
- Time Management
- Teamwork & Collaboration
- Problem-Solving
- Adaptability
- Organisational Skills

WORK EXPERIENCE

NYSC Corps Member
Chrisland School, Lekki, Lagos | 2025 – 2026

- Supported daily school administration and record keeping.
- Assisted teachers with classroom activities and student supervision.
- Maintained student records, attendance and documentation.
- Supported the coordination of school activities and events.

EDUCATION

Higher National Diploma (HND), Insurance — **2024**
Federal Polytechnic, Ilaro

National Diploma (ND), Insurance — **2021**
Federal Polytechnic, Ilaro

Academic Achievement: Lower Credit

LANGUAGES

English – Fluent | Yoruba – Fluent

REFERENCES

Available upon request.