AYOLADUN IDOWU



CONTACT

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ADDRESS
Lagos, Nigeria

EDUCATION

Business Administration
McPherson University
2023

Secondary School
Rhema Chapel International College
2015 - 2018

SKILLS

Project Management
Teamwork
Communication Skills
Content creation
Microsoft word
Social media management
Office Administration
File maintenance
Account handling
Intermediate Level of Graphics design and video editing

CERTIFICATION

International passport

International passport

SUMMARY

Dynamic Office Administrator with hands-on experience at Messrs Segun & Segun, where I supported smooth day-to-day operations and played a key role in managing projects and delivering excellent client service. Known for keeping things organized, from filing systems to team workflows and creating a positive, productive office environment. I also bring creativity to the table through social media marketing, where I've helped engage online communities and promote events that connect people.

EXPERIENCE

Motor Insurance Consultant
Aug 2025 - Oct 2025
Goldlink Insurance PLC

- Registered all types of vehicles under third party and comprehensive.
- Kept records for all insurance documents of vehicles during my time of working there.
- Created a new system of filing to make files access easier.
- Responsible for making sure the insurance documents were printed and packed ready for delivery to the client.

Social Media account Manager & Team lead
Jan 2023 - Dec 2023
RAIDs Crypto Marketers

- Managed daily social media postings across multiple platforms.
- Engaged with followers through comments and direct messages to build community.
- Promoted content through advertising on specific social media networks to reach target audience.
- Managed multiple accounts on a daily basis including responding to comments and questions in a timely manner.
- Supervised a team of 5 members posting daily with multiple accounts

Volunteer
Jan 2022 - Present

Mindful of Youth Initiatives

- Assisted in organizing community events and activities for local residents.
- Collaborated with team members to provide support for ongoing projects.
- Engaged with participants to ensure a welcoming and inclusive environment.
- Followed directions from supervisors and completed tasks within appropriate timeframe.
- Collaborated with other volunteers to create a positive work environment.
- Helped with prep, set up, and breakdown of community and public events.
- Collaborated with others by contributing time, effort and skills to achieve the organization's goals.
- Offered support and assistance to community members.

Office Administrator
Jan 2022 - Oct 2022

Messrs Segun & Segun legal practitioners

- Organized office files and maintained electronic records for efficient retrieval.
- Maintained a clean and organized workspace to promote a professional environment.
- Performed clerical duties such as photocopying, faxing and scanning documents.
- Organized and maintained filing systems, including electronic databases and records.
- Greeted visitors warmly upon arrival at the office premises.
- Served as a PA as went to client meeting

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