ADEYEMI LAMB ONALAFUNMI

Ikeja, Lagos, Nigeria

☎ +234 906 004 9377

✉ adeyemilamb@gmail.com

PROFESSIONAL SUMMARY

A proactive and highly organized Accounting graduate with practical experience in administration, education, student support, records management, and customer relations. Experienced in maintaining accurate documentation, coordinating administrative activities, mentoring students, and building productive relationships with diverse stakeholders. Passionate about supporting students' personal and professional development through effective communication, career guidance, and organizational excellence. Adept at working in fast-paced environments with strong attention to detail, professionalism, and excellent interpersonal skills.

CORE COMPETENCIES

- Career Development Support
- Student Engagement & Advising
- Administrative & Office Management
- Event Planning & Coordination
- Relationship Management
- Employer & Stakeholder Engagement
- Communication & Presentation
- Data & Records Management
- Report Writing
- Microsoft Office Suite (Word, Excel & PowerPoint)
- Time Management
- Team Collaboration
- Problem Solving
- Customer Service Excellence

PROFESSIONAL EXPERIENCE

Administrative & Teaching Associate (NYSC)

Christ Standard Kings and Queens College, Osun State

September 2025 – May 2026

- Maintained accurate academic and administrative records for over 40 students while ensuring confidentiality and compliance with school procedures.
- Provided administrative support to school management, contributing to the smooth day-to-day running of academic activities.
- Guided and supported students academically and personally, helping to create a positive learning environment.
- Coordinated classroom activities and assisted in organizing academic programmes and meetings.
- Collaborated effectively with teachers, parents, and school administrators to support student success.
- Prepared reports and maintained documentation within required timelines.

Subject Teacher (Part-Time)

Fesben College, Osun State

April 2025 – May 2026

- Delivered engaging Business Studies lessons using learner-centred teaching methods.
- Mentored students by providing academic guidance and exposing them to career opportunities in business-related fields.
- Prepared lesson plans, assessments, and maintained accurate student records.
- Encouraged teamwork, communication, leadership, and personal development among students.

Accounts & Sales Associate

Ofem Feeds, Akure, Ondo State

June 2024 – June 2025

- Built and maintained excellent relationships with customers through professional communication and responsive service.
- Managed customer enquiries, processed transactions, and maintained accurate business records.
- Coordinated administrative documentation, invoicing, and payment processing.
- Worked collaboratively with colleagues to improve customer satisfaction and operational efficiency.
- Assisted with inventory management and stock reconciliation while maintaining attention to detail.
- Demonstrated excellent problem-solving skills when resolving customer concerns and operational issues.

EDUCATION

Bachelor of Science (B.Sc.) Accounting

Ekiti State University

2025

West African Senior School Certificate (WASSCE)

Achievers Royal College, Akure

2018

COMMUNITY DEVELOPMENT SERVICE (NYSC)

Independent National Electoral Commission (INEC) CDS Group

April 2025 – May 2026

- Participated in community engagement programmes.

- Collaborated with fellow corps members on civic education initiatives.
- Supported voter education campaigns and public awareness activities.
- Demonstrated teamwork, leadership, and community service.

TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Tally ERP
- QuickBooks Online
- Sage Accounting
- Data Management
- Report Preparation

PROFESSIONAL STRENGTHS

- Excellent Communication Skills
- Strong Interpersonal Skills
- High Ethical Standards
- Organizational Skills
- Adaptability
- Student-Centred Approach
- Leadership
- Critical Thinking
- Attention to Detail
- Professionalism