IDOWU DAVID ADURAGBEMI

Lagos, Nigeria | +234 9069256538 | aduragbemidavid01@gmail.com

PROFESSIONAL SUMMARY

Organized and detail-oriented Administrative Assistant with hands-on experience supporting day-today office operations, maintaining business records, preparing documents and reports, tracking expenses, supporting inventory activities, and assisting with financial administration. Basic knowledge in Microsoft Office, Google Workspace, Excel, Zoho Books, and document management. Known for accurate record-keeping, confidentiality, task coordination, and dependable administrative support.

CORE SKILLS

- Administrative support
- Office Support Document Preparation & Filing
- Basis Excel knowledge
- Expense & Invoice Tracking Inventory & Stock Records
- Report Preparation Google Workspace & Microsoft Teams
- Customer & Stakeholder Support Task Prioritization & Time Management
- Confidential Information Handling

PROFESSIONAL EXPERIENCE

NEXGEN AUTOMOBILE CARE CENTRE — Abeokuta, Nigeria
Administrative Assistant | September 2025 – August 2026

- Provide day-to-day administrative support by maintaining organized business records, operational documents, and management reports.
- Prepare invoices and support the Accountant with accurate financial documentation and recordkeeping.
- Track business expenses and record financial transactions using Zoho Books.
- Maintain and update inventory records in Microsoft Excel, supporting stock monitoring and accurate reporting.

- Prepare business documents, presentations, reports, and spreadsheets using Microsoft Word and Excel.
- Review data and reports to identify inconsistencies and support accurate management reporting.
- Support customer, inventory, and administrative record management to keep information organized and accessible
- Assist with documentation and reporting activities that support management review and day-to-day operational decisions. Selected Contributions
- Improved the accuracy of commercial and financial reports by identifying and correcting reporting inconsistencies.
- Supported the preparation of executive presentations used during commercial strategy and performance review meetings.
- Improved documentation and records management to support faster reporting and smoother administrative operations.

EDUCATION

Higher National Diploma (HND), Accounting — Ogun State Institute of Technology, Igbesa, Ogun
State, Nigeria

TECHNICAL SKILLS

Microsoft Excel • Microsoft Word • Zoho Books • Google Workspace • Microsoft Teams

ADDITIONAL STRENGTH

Attention to detail • Professional communication • Confidentiality • Organization • Reliability • Fast learning • Team

REFERENCES

Available upon request.