SALAMI OLAYINKA ADISA

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Phone: 08147602468
Location: Lagos, Nigeria

PROFESSIONAL SUMMARY

Results-driven Operations and Administration Professional with experience spanning business operations, school administration, insurance claims management, procurement, logistics, and project coordination. Proven ability to lead teams, streamline operations, implement strategic initiatives, and ensure regulatory compliance. Strong analytical, organizational, and leadership skills with a commitment to delivering operational excellence and continuous improvement.

CORE COMPETENCIES

- Operations Management
- Business Strategy Implementation
- Project Management
- Procurement & Logistics
- Team Leadership & Staff Supervision
- School Administration
- Regulatory Compliance
- Performance Monitoring & Reporting
- Claims Management
- Customer Relationship Management
- Record Management
- Problem Solving & Analytical Thinking

PROFESSIONAL EXPERIENCE

Chief Operations Manager

Palladium Farms - 2024

- Design and implement business operations, strategies, and operational procedures.
- Oversee company operations and coordinate executive activities.
- Set organizational goals to drive business growth and performance.
- Lead and motivate employees to achieve operational excellence.
- Monitor business performance through data analysis and reporting.
- Prepare and present operational reports to the CEO.
- Coordinate procurement, sales, logistics, and project management activities.
- Manage relationships with vendors and business partners.
- Ensure products and projects comply with applicable industry regulations and standards.
- Support business expansion initiatives.

School Administrator

Jeaks Progress Academy | 2018 – 2024

- Managed student registration and enrollment processes.
- Supervised recruitment and performance evaluation of teaching and non-teaching staff.
- Developed and maintained curriculum standards.
- Managed school records and administrative documentation.
- Coordinated educational programmes and school operations.
- Communicated with parents regarding student matters and school fee administration.

Technical Operations Officer

Leadway Assurance Company Limited | 2017 – 2018

- Served as the first point of contact for claims notifications.
- Conducted preliminary reviews and registration of insurance claims.
- Assigned claim reserves based on risk assessments.
- Generated daily and weekly operational reports.
- Prepared brokers' reports and NAICOM reports.
- Maintained accurate claims records and ensured compliance with internal procedures.

Retail Claims Officer

Leadway Assurance Company Limited | 2016 – 2017

- Processed and registered insurance claims promptly.
- Verified claim documentation and premium payments.
- Coordinated post-loss assessments with Risk Management.
- Prepared settlement offers and payment vouchers.
- Ensured timely claims settlement and customer satisfaction.

Mathematics & Physics Teacher (NYSC)

Great Messiah International School | 2015 – 2016

- Taught Mathematics and Physics.
- Supported school administrative activities.
- Assisted in the day-to-day management of school operations.

EDUCATION

Bachelor of Technology (B.Tech. Hons.), Applied Physics
Ladoke Akintola University of Technology, Ogbomoso, Oyo State
2009 – 2015

Senior Secondary School Certificate
Nigerian Model High School, Mushin, Lagos State
1999 – 2005

RESEARCH PROJECT

The Effect of Radiofrequency Radiation on Mus musculus

SKILLS

- Leadership and Team Management
- Operations Planning
- Procurement and Logistics
- Business Administration
- Project Coordination
- Data Analysis and Reporting
- Strong Communication Skills
- Fast Learner
- Ability to Work with Minimal Supervision
- Technical Software Proficiency
- Teamwork
- Results-Oriented

LANGUAGE

- English (Fluent)

INTERESTS

- Reading and Research
- Documentaries
- Football
- Networking

REFERENCES

Available upon request.