

ODIJIE OSEAHUMEN OVERCOMER
Lagos, Nigeria
+2349156498230
odijieovercomer@gmail.com

Profile

A creative and tech-savvy professional with a degree in accounting and hands-on experience in graphic design, social media management, website design and content creation, practical experience in human resource management, administrative areas, customer relations, and data analysis. Strong analytical thinking combined with interpersonal and negotiation skills. Experienced in CRM tools, Excel, Pixellab and other creative design tools. Looking to leverage technical and business skills in a client-focused or operations role.

Objectives

Taking care of the financial book keeping and records of an organization. Recording transactions, payments, expenses and processing invoices. Also, to utilize my knowledge, skills and experience in the field of accounting, administrative areas, human resource areas and skills which will allow me to make use of my exceptional ability in data entry and reconciliation process effectively.

Education

Ebun Heritage Foundation School, Lagos State

Year of Completion: 2000 – 2007

Common Entrance/Primary School Leaving Certificate

Dominion Grace Private School, Lagos State

Year of Completion: 2008 – 2013

Secondary School Leaving Certificate

University of Benin, Benin City, Edo State

Year of Completion: 2017 – 2022

Bachelor of Science, Business Administration

UP-Solutions Resources Int'l, Ikorodu, Lagos State

Year of Completion: 2017– 2022

Skill Acquisition Courses - Website Design, Graphic Design, Content Creator, Digital Marketing/Social Media Marketing

Work Experience

➤ **Teyilase Atalabi & Co. (Chartered Accountants) | Lekki, Lagos**
Administrative Officer (2022 - 2025)

- Oversee day-to-day administrative operations.
- Manage office supplies, equipment, and maintenance.
- Maintain attendance and leave records.
- Organize meetings, prepare agendas, and record minutes.

- Support audits and internal reviews.
- Support payroll preparation and benefits administration.

➤ **RUSA Advisory | Lekki, Lagos State**

Website Design Services – Contract (2024 – 2025)

- Set up hosting accounts, domains, DNS records and databases.
- Set up email accounts for staffs.
- Developed responsive designs for optimal user experience across devices.
- Provided technical support for clients after website launch.
- Analyzed user feedback in order to identify potential areas of improvement for clients.
- Implemented SEO best practices in order to optimize website performance.

➤ **Keados Express Delivery Service Limited | Surulere, Lagos State**

Website Design & Maintenance Services (2020 – Present)

- Developed responsive designs for optimal user experience across devices.
- Provided technical support for clients after website launch.
- Set up hosting accounts, domains, DNS records, databases, and email accounts for clients.
- Developed secured and reliable web-based solutions to meet customer requirements.
- Responded to user email inquiries, and set up automated systems to send responses.
- Recommended and implemented performance improvements.
- Employed search engine optimization (SEO) tactics to drive organic traffic to websites.
- Managed website content, including creating webpages, optimizing SEO, and tracking analytics.

➤ **RCCG Beautiful Gate Lagos Parish 114 | Lakowe, Lagos State**

Social Media Manager, Video Editor, Content Creation (2023 – Present)

- Created content for social media platforms to engage public.
- Adapt Content for Facebook and Instagram pages.
- Create high quality visual and promotional content to each platform.
- Produce engaging videos, reels, stories, graphics and captions.
- Use analytic tools to measure performance and create campaigns for special events.
- Engage with followers comments, messages and mentions.

➤ **Stadem Private School | Igando, Lagos State**

Account Officer, Book Keeper, Administrative Officer (2022 – 2023)

- Monthly Payment of staffs salaries.
- Publish financial statements and bookkeeping ledgers in time.
- Receiving bank teller for recording of school fees payments of pupils and students.
- Issuing of receipt after payment.

- Handled monthly, quarterly, and annual closings.
- Keeping a check on the school's finances based on financial status.
- **Honest Creatives | Ajah, Lagos State**
Graphic Designer (2023 – Present)
- Created logos, flyers, and other marketing materials.
- Designed graphics for social media campaigns, such as Facebook ads and Instagram posts.
- Collaborated with clients to determine design requirements and objectives.
- Developed multiple marketing materials, including brochures, flyers, and posters, to promote products or services.
- Completed creative deliverables within established deadline.
- Ensured all artwork was accurate before submitting it for final approval by clients.
- Built relationships with vendors to ensure timely delivery of materials within budget constraints.
- Reviewed final layouts to suggest needed improvements.
- Manipulated images for use on websites to promote company offerings online.
- **Honest Creatives | Ajah, Lagos State**
Website Design & Maintenance (2023 – Present)
- Developed responsive designs for optimal user experience across devices.
- Provided technical support for clients after website launch.
- Set up hosting accounts, domains, DNS records, databases, and email accounts for clients.
- Developed secured and reliable web-based solutions to meet customer requirements.
- Responded to user email inquiries, and set up automated systems to send responses.
- Recommended and implemented performance improvements.
- Employed search engine optimization (SEO) tactics to drive organic traffic to websites.
- Managed website content, including creating webpages, optimizing SEO, and tracking analytics.
- **Threshold Educational Consultant | Igando, Lagos State**
Digital Marketing, Social Media Marketing & Content Creation (2020 – 2023)
- Created content for social media platforms to engage public.
- Developed and implemented successful digital marketing campaigns to increase brand awareness.

Skills

- Audit procedures and techniques.
- Financial analysis and review.
- Audit documentation and reporting.
- Graphic design
- Website design

- Advertisement Management

General Skills

- Communication and teamwork
- Proficient in Microsoft Excel, Word & Office
- Proficient in Creative Designs
- Hardworking
- Good listener
- Analytical reasoning

References

Mr. Iriogbe Tony
+2348037193008