

Oyeyode Olakunle

✉ olakunleayoola22@gmail.com ☎ 08075367099 📍 Ketu, Lagos ♂ Male

📄 PROFESSIONAL SUMMARY

Motivated and detail oriented graduate of Business Administration. Skilled in organization, communication, and coordination, with proven ability to learn quickly, adapt, and work effectively in team driven environments. Eager to contribute to organizational success while developing professionally in a dynamic and growth focused role.

🎓 EDUCATION

Caleb University	2023
<i>Bsc (Hons) Business Administration</i>	Lagos state, Nigeria

📜 CERTIFICATES

Certificate of National Service (NYSC) 2025

👛 PROFESSIONAL EXPERIENCE

Ade Odueke & Co. Legal consultants and property manager	11/2024 – 10/2025
<i>Assistant property manager</i>	Lagos, Nigeria

- Assisted the Property Manager in overseeing daily property operations and tenant activities.
- Helped in inspecting properties to ensure cleanliness, safety, and maintenance standards were met.
- Recorded and reported maintenance issues to the Property Manager or maintenance team.
- Responded to tenant inquiries and complaints in a polite and timely manner.

Lagos State Judiciary court	10/2023 – 09/2024
<i>Office Clerk</i>	Lagos, Nigeria

- Performed other clerical or administrative duties assigned by superiors.
- Helped with inventory of office supplies and reported shortages.
- Ensured confidentiality of court documents and sensitive information.
- Attended to visitors and directed them to the appropriate offices or courtrooms.
- Kept work areas, files, and equipment organized and orderly.

COMPETENCIES

- Communication and Interpersonal skills
- Time management
- Attention to detail
- Accountability and Transparency
- Client relationship management
- Organizational and record keeping accuracy
- Adaptability and resilience

INTERESTS

- Building teamwork and leadership skills.
- Learning about administrative operations.
- Volunteering and community involvement.

REFERENCES

Available on request