

# Damilola Taiye Ijadunola

## ADMIN MANAGER

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🇳🇬 Nigerian

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👤 FEMALE

## Profile

A result-oriented computer scientist with experience in human and resources management, customer service and data processing adept at addressing customer needs, active listening, empathy, problem-solving and communication skills ensuring staff capacity optimization and a good client experience to increase the company's return.

## Professional Experience

### Monitor Healthcare Limited, *Admin Manager*

2019 – 2021 | Lagos, Nigeria

- Human or interpersonal relationship management
- Recruiting, training and developing staff.
- Delegating responsibilities and supervising business operations.
- Handling the company's day-to-day account and payroll of staff.
- Pensions and benefits administration.
- Approving job descriptions and advertisements.
- Looking after the health, safety and welfare of all employees.
- Organising staff training sessions and activities.
- Responsible for all training portfolios and planning training calendars; ensuring all logistics of every training are in order.
- Feedback collation and evaluation.
- Creating and keeping deadlines.
- Team Delegation.
- Goal setting and meeting goals.
- Decision making.
- Managing appointments.
- Managing Clients
- Team management.
- Project management.
- Ability to work with little or no supervision
- Establishing and achieving business and profit objectives.
- Monitoring the company's activity and ensuring it is properly provisioned and staffed.
- Ensuring staff members follow company policies and procedures.
- Data analysis to identify opportunities for growth in existing markets and development of new markets.

### Monitor Healthcare Limited, *Executive Assistant*

2017 – 2019

- Acting as the point of contact between the executives and internal or external colleagues.
- Developing proposal in accordance to organization Standards.
- Organizing meetings and booking meeting rooms.
- Handling correspondence directed to managers.
- Use the internet to promote or create sales of MHL products and services.
- Monitoring online ads and managing leads of MHL products and services.
- Making travel arrangements and detailed travel itineraries.

## Skills

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### Human Relation and Management

*Employee relations, Onboarding, Performance management, Teamwork and collaboration, Scheduling, Customer service, Project management.*

### Customer Relationship Management

### Data Handling

*Data collection, Data processing, Data storage*

### Microsoft Office Tools

*Microsoft Word, Excel, PowerPoint*

### Communication

*Effective writing, apt listening and public speaking*

## Languages

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Yoruba ● ● ● ● ●

English

## Interests

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Reading, Travelling, Sports, Music

- Assist in organizing events, trainings, workshops and conferences.
- Maintaining records of sales data

### Nkst Secondary School, Teaching

2016 – 2017 | Vandeikya, Benue State, Nigeria

- Create lesson plans and teach those plans to the entire class.
- Track student progress and present the information to parents.
- Create tests and examination questions
- Create and reinforce classroom rules.
- Work with school administration prepares students for standardized tests, and manage students outside the classroom, such as in school hallways.

### Prince and Princess Private School, Teaching

2007 – 2009 | Ibadan, Nigeria

- Create lesson plans and teach those plans to the entire class.
- Track student progress and present the information to parents.
- Create tests and examination questions
- Create and reinforce classroom rules.
- Work with school administration prepares students for standardized tests, and manage students outside the classroom, such as in school hallways.

## Educational Qualifications

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### Data Analysis

2021

### Project Management Professional

2017

### Ladoke Akintola University of Technology, Ogbomosho,

*Bachelor of Technology in Computer Science*

2010 – 2015 | Ogbomosho, Nigeria

## Certificates

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- PMP Certification
- HSE 1,2,3 Certification

## References

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**Mrs Hidemi Obiorah**, COO, Monitor Healthcare Ltd  
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**MR IJADUNOLA TAIWO**, LECTURER,  
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