

# Damilola Taiye Ijadunola

HR/ADMIN

35, Blessing Avenue,  
Aboru, Iyana Ipaja,  
Lagos, Nigeria

ijadunoladammie@gmail  
.com

08134907472

Nigerian

linkedin.com/in/  
damilola-ijadunola-  
973b1b154

FEMALE

## Profile

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

## Work Experience

### Penafort Energy Nig Ltd, HR/ADMIN EXECUTIVE

2024 – 03/2025 | Lagos, Nigeria

- Human or interpersonal relationship management
- 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.
- Maintains accurate employee records and documentation.
- Organising staff training sessions and activities.
- Responsible for all training portfolios and planning training calendars; ensuring all logistics of every training are in order.
- Implement performance management systems.
- Feedback collation and evaluation.
- Drive employee engagement and team Delegation.
- Ensuring compliance with the company's policy and Nigerian labour law.
- Team management.
- Monitor the company's activity and ensure it is properly provisioned and staffed.

### Monitor Healthcare Ltd, HR/ADMIN PERSONNEL

2019 – 2022 | Lagos, Nigeria

- Recruiting, training and developing staff.
- Delegating responsibilities and supervising business operations.
- Human or interpersonal relationship management
- 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.
- Implement performance management systems.
- Feedback collation and evaluation.
- Creating and keeping deadlines.
- Drive employee engagement and team Delegation.
- Goal setting and meeting goals.
- Decision making.
- Managing appointments.
- Managing Clients
- Team management.
- Project management.
- Establishing and achieving business and profit objectives.

## Skills

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### Customer Relationship Management

### Data Handling and Documentation

*Data collection, Data processing, Data storage*

### Microsoft Office Tools

*Microsoft Word, Excel, PowerPoint*

### Communication

*Effective writing, apt listening and public speaking*

### Human and resource management

## Languages

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Yoruba ● ● ● ● ●

English

## Interests

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Reading, Travelling, Sports, Music

- Monitor the company's activity and ensure 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,

*Admin/Customer Service Personnel*

2017 – 2019

- Answering all incoming calls and redirecting them appropriately.
- Develop proposal(s) by organisation 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.
- Assist in organising events, training, workshops and conferences.
- Maintaining records of sales data
- Greet and welcome clients to the organization premises in a cordial and civilized manner.
- Acting as the point of contact between the executives and internal or external colleagues.
- Answer all clients' questions, requests, and addressing their complaints and feedbacks.

### 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.

## 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

## **HUMAN RESOURCE MANAGEMENT**

### **Certificates**

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- PMP Certification
- HSE 1,2,3 Certification
- Human Resource Management

### **References**

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**Mrs Hidemi Obiorah**, COO, Monitor Healthcare Ltd  
hidemi.obiorah@monitorhealthcare.com

**MR IJADUNOLA TAIWO**, LECTURER,  
FEDERAL COLLEGE OF AGRICULTURE, APATA, IBADAN.  
07035251577