

ADELANIOLUWATOSIN ADENIKE

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EDUCATION

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA NIGERIA | B. Sc. Microbiology

Class of Grade: Second Class Upper

WORK EXPERIENCE

International Student Recruiter, Maple Education Canada Inc.

(July 2021-Present)

- Provide adequate and up-to-date information to prospective students about affiliated institutions in Canada.
- Review and evaluate applications for admission into respective Canadian institutions accordingly.
- Guide and counsel prospective undergraduate and postgraduate on study program options and requirements.
- Update admissions, denial and reapplication databases adequately.
- Coordinate weekly meetings with the team across each branches.
- Ensure adequate response to clients concern and inquiries.

Business Development Manager, Choice of Kings Specialist Hospital

(Jan 2021-July 2021)

- Plan and execute marketing strategies.
- Ensure adequate organization and effectiveness of departments in the hospital.
- Provide management with client feedbacks.
- Contact potential clients to establish rapport and arrange meetings.
- Develop proposals for potential clients.
- Review tariffs of health organizations seeking partnership.
- Create contents and manage social media accounts.

Junior Academic Staff, Eminent Beacon High School (NYSC)

(July 2019 – April 2020)

- Organized and planned school social and gainful academic events that further enhanced the understanding of subjects being taught in class.
- Ensured adequate organizing and recording of students' academic performances.
- Demonstrated and supervised science practical for all classes effectively.

Sales Executive, Elite Vintage Wears

(Jan 2018 – Dec2019)

- Ensure effective services to customers before, during and after purchases.
- Effective planning, implementing and overseeing of sales strategies.
- Liaise with customers in order to ensure transactions goes smoothly, process payments and maintain a high level of customer service.

Medical Laboratory Intern, Covenant University Medical Centre

Ota, Ogun State (Oct 2017 – Mar 2018)

- Provision of basic medical health services to students, staff, as well as to the general public
- Review patient information for laboratory diagnosis and treatment by performing laboratory tests in toxicology, chemistry, hematology, immunology and microbiology.
- Interpretation, analysis of test results and effective communication of the results to physicians or other healthcare providers for patient care.
- Adequate documentation of blood bank inventories.
- Ensure health care services are carried out following ethical guidelines to ensure the correct and safe supply of medical support to the general public.
- Maintain and improved people's health by providing advice and information.

Pharmaceutical Sales Assistant, D-lite Pharmacy

(Dec 2016- Feb 2017)

- Review company financial records, reports and other information to check for accuracy and ensure details align with company goals and procedures.

- Arbitrate with customers in other to ensure smooth transaction.
- Ensure high level of customer satisfaction through excellent sales services.

SKILLS

Software- Microsoft Word || Outlook || Teams || Excel || PowerPoint || CRM (Gohighlevel).

Interpersonal- Team player || Collaborative || Administrative || Organization || Multi-tasking || Analytical.

CERTIFICATIONS

Introduction to Business Management Certificate
Kings College, London. (Futurelearn 2020)

EXTRACURRICULAR

Writing| Basketball| |Reading| Board Games| Movies

AWARDS

Award of Excellence, Funmec International High School (NIG)

PROFESSIONAL ORGANIZATION

☑ American Society For Microbiology [**Member**]

VOLUNTEERING EXPERIENCE

☑ Medical and health campaign (Community Development Service) Jos, Plateau State.

☑ Faith Alive Foundation, Jos, Plateau State.

REFERENCE

Available on Request