

FAJOBI, ABIODUN EMMANUEL

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CAREER OBJECTIVE

Detail-oriented Executive Assistant and Workflow Automation Engineer with over four years of experience supporting executives, managing administrative operations, and preparing professional business documents. Experienced in ATS resume optimization, document formatting, Google Workspace, Microsoft Office, LinkedIn profile optimization, and AI-assisted productivity using ChatGPT. Skilled at following detailed instructions, maintaining accuracy, organizing information, and delivering high-quality work within tight deadlines in remote environments.

EXPERIENCE

Executive Assistant & Project Coordinator, **TMD NGO Community (Voluntary).**

January 2025 - Present

- Prepared ATS-friendly resumes, cover letters, and professional business documents for community members.
- Coordinated administrative workflows supporting multiple projects simultaneously.
- Maintained Google Sheets databases and organized digital documentation with 98% data accuracy.
- Automated onboarding workflows using Zapier, reducing manual administrative work by 60%.
- Managed calendars, communications, and follow-ups, improving task completion by 35%.
- Created standardized documentation templates that improved consistency across operations

Executive Assistant, **Santos Consultancy Services Limited, (Remote).**

March 2024 - December 2024

- Prepared executive correspondence, reports, presentations, and business documentation.
- Managed digital filing systems, improving document retrieval time by 30%.
- Coordinated client communications and maintained accurate CRM records.
- Utilized Microsoft Word, Excel, Google Docs, and Google Sheets for documentation, reporting, and data management.
- Supported multiple priorities while consistently meeting deadlines.
- Assisted with company social media presence using Canva and Buffer

Supply Chain Manager, **Alerzo Nigeria Limited, (Onsite).**

May 2021 – Feb 2024

- Managed and maintained operational records across more than 2,000 SKUs with 98% inventory accuracy.
- Processed customer and vendor information using SAP ERP, Shopify, Zendesk, and Gorgias.
- Produced operational reports to support business decisions.
- Improved issue resolution efficiency by 30% through structured workflow management.

Account Officer/Admin officer, **Toyotarm international Limited**

August 2020 – Dec 2020

- Prepared reports and maintained financial records using Microsoft Excel.
- Processed expense documentation and administrative records.

- Improved reimbursement turnaround time by 40%.
- Maintained confidential records with high accuracy.
- Coordinated internal meetings, prepared notes, and tracked action items

EDUCATION

Ekiti State University, B.Sc. Economics
NYSC Certificate, Completed in Cross River State

CERTIFICATION

Human Resource Management Associate (HRMA) | Macnel Consult Ltd.

Certified Customer Service Satisfaction (CCSSS) | Macnel Consult Ltd.

AI Career Essentials, |April 2024 – July 2024| ALX Africa.

Data Analysis and Visualization |June 2024 – December 2024| Code School Africa

Fundamental of Digital Marketing |March 2020 – July 2020| Google Digital Skills for Africa

In-Demand IT Skills Training | April 2025 - June 2025 | Digital Witch Support Community

CORE SKILLS

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|-----------------------------------|---------------------------------|
| • ATS Resume Optimization | • LinkedIn Profile Optimization |
| • Resume & Cover Letter Writing | • Administrative Support |
| • Job Application Support | • Executive Support |
| • Microsoft Word | • Document Formatting |
| • Microsoft Excel | • Data Entry |
| • Google Docs | • Research |
| • Google Sheets | • Calendar Management |
| • Google Drive | • CRM Management |
| • Google Workspace | • Workflow Documentation |
| • ChatGPT & AI Productivity Tools | • Process Improvement |
| • Time Management | • Attention to Detail |
| • Written Communication | |

KEY ACHIEVEMENTS

- Improved document retrieval efficiency by 30%.
- Increased administrative workflow efficiency by 35%.
- Automated onboarding processes, reducing manual work by 60%.
- Maintained 98% data accuracy across operational records.
- Improved reimbursement processing time by 40%.
- Managed executive support activities while maintaining 95% on-time task completion.