Adeyemi Adejoke

c/o Centre for Entrepreneurship Development
Yaba College of Technology, Yaba, Lagos
e-mail: adejokeabeje@yahoo.com, jokeadeyemi@gmail.com Tel: 08023465044

PROFILE: An innovative and loyal Administrator and Office Manager with a unique style of achieving set goals through the development and motivation of people. Would enjoy a role involving significant inter-personal contact, with opportunity to contribute to welfare, educational and developmental goals and growth of knowledge, character building and life goals.

QUALIFICATION: Over 32 years directional experience in Secretarial Administration and

Business Education.

KEY SKILLS: Confidential Secretarial & Executive Support, Diary & Correspondence Management, Records Management, Asynchronous Communication, Remote Project Coordination, Inbox Management, Content Scheduling, Data Entry & Organisation.

PROFESSIONAL EXPERIENCE

Adjunct Staff, Office Tech. Mgt. **Yaba College of Technology** 2017 - Till Date

– *Delivered practical instruction in office technology management, strengthening students' workplace-readiness and administrative skills.*

Chief Confidential Secretary **Yaba College of Technology** 2017 - Till Date

– *Streamlined executive correspondence, scheduling, and confidential records handling to support smooth day-to-day leadership operations.*

Asst. Chief Confidential Secretary **Yaba College of Technology** 2014 - 2017

– *Coordinated administrative processes across departments, ensuring consistent, accurate, and timely institutional communication.*

Principal Confidential Secretary I **Yaba College of Technology** 2011 - 2014

– Managed high-volume correspondence and filing systems, keeping records audit-ready and readily retrievable.

Principal Confidential Secretary II **Yaba College of Technology** 2008 - 2011

– Organized executive calendars and meeting logistics, freeing leadership to focus on strategic priorities.

Senior Confidential Secretary I **Yaba College of Technology** 2006 - 2008

– Introduced clearer correspondence-tracking practices that reduced missed deadlines and improved office responsiveness.

Senior Confidential Secretary II **Yaba College of Technology** 2003 - 2006

– Maintained accurate, confidential personnel and administrative records in full compliance with institutional standards.

Confidential Secretary I **Yaba College of Technology** 2001 - 2003

– Provided dependable scheduling and document-preparation support that kept departmental operations running smoothly.

Senior Executive Assistant **Millennium Investment Trust Ltd** 1998 - 1999

– Delivered high-level executive support that enabled leadership to manage investor relations and daily operations efficiently.

Administrative Secretary **Odemo Chambers** 1995 - 1998

– Organized legal case documentation and client correspondence, supporting timely case preparation.

Admin. Secretary/ Personal Assistant **Marius Limited** 1991 - 1995

– Managed executive schedules and travel logistics, ensuring seamless coordination of business engagements.

Confidential Secretary/ Receptionist **Centro-Mark Nig. Limited** 1990 - 1991

– *Delivered front-line client service and accurate call and message handling that supported the company's professional image.*

Receptionist/ Secretary **Industrial Attachment** / IT - March 1990

– *Gained foundational experience in office administration and client-facing communication during industrial attachment training.*

EDUCATION

University of Lagos
M.Ed Business Education (Office Option) 2016

University of Nigeria, Nsukka, Enugu State
B.Sc. (Ed.) Business Education 2009

Yaba College of Technology
(Higher National Diploma) Secretarial Studies 2006

Yaba College of Technology
(National Diploma) Secretarial Studies 1997

Sight & Sound International College, Agbara-Ijanikin
(Ordinary National Diploma) Secretarial Duties 1989

WAEC 'O' Level
Aunty Ayo Girls High School, S. W. Ikoyi 1986

BIO-DATA

Marital Status:	Married
Sex:	Female
Nationality:	Nigerian
Date of Birth:	2nd December, 1968
Place of Birth:	Lagos State
Home Address:	14, Onasanya Str., Arigbawonwo, Mowe, Ogun State
Next of Kin/Phone Address:	Mr. Kamar Abdulsalami / 08033080893

Contact Address: 14, Onasanya Str., Arigbawonwo, Mowe, Ogun State
Senatorial District: Lagos East
Local Government Area: Ikoyi/Obalende LCDA
State of Origin: Lagos State
Ward of State of Origin: Ward A
Phone Number: 08023465044
e-mail Address: adejokeabeje@yahoo.com/jokeadeyemi@gmail

INTERESTS: Reading, Writing, Needle-crafting, Sugar Craft and Cake Confectionary, Vineyard Evangelism, Networking Marketing, Health and Life Coaching.

REFEREES: To be provided on request