

# Oyeniran, Adenike E.

**Location:** Lagos, Nigeria.

**Email:** adenikeadebambo2018@gmail.com

**Mobile:** 09033813019

**LinkedIn:** [Linkedin.com/in/adenikeadebambo](https://www.linkedin.com/in/adenikeadebambo)

## PROFESSIONAL SUMMARY

Patient and engaging Math Tutor with experience teaching U.S. students from Grades 1–12. Skilled at simplifying complex concepts and helping learners build confidence in their problem-solving abilities. Combines strong communication skills with a calm, supportive approach to make learning math enjoyable and less intimidating. Passionate about helping every student reach their full academic potential.

## SKILLS

- Mathematics Instruction (Grades 1–12)
- Lesson Planning & Concept Simplification
- Student Motivation & Confidence Building
- Communication & Active Listening
- Online Tutoring Platforms (Zoom, Google Meet, Whiteboard tools)
- Problem Solving & Critical Thinking
- Time Management & Organization

## EXPERIENCE

### Math Tutor

Night Candle Inc. (Remote) | 2025 - Present

- Teach math to U.S.-based students in Grades 1–12 through engaging, personalized online sessions.
- Adapt lessons to suit individual learning styles and academic needs.
- Use clear, step-by-step explanations to improve understanding and boost student confidence.
- Track progress and provide regular feedback to students and parents.

### Executive Assistant to the MD

Nahco Logistics Services Limited (a subsidiary of Nahco Group), Lagos | 2024 – 2025

- Enhance Efficiency by managing the MD's schedule improving time management and productivity.
- Improve Documentation Management by Managing documents entering and leaving the MD's office
- Monitor the entry of guests for orderliness.
- Maintain proper Meeting Coordination by taking meeting minutes and keeping records
- Strengthen Communication by Reminding the MD of upcoming meetings and engagements.

### Customer Care Representative

Finnew Fintech, Lagos | 2022

- Exceeded performance metrics consistently, earning recognition as a top performer within the team.

- Provided coaching and mentoring to new hires.
- Resolved customer complaints with empathy, resulting in increased customer loyalty.
- Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes or conflicts.

### **Finance Secretary, Finance Department**

Accion Microfinance Bank | 2018 - 2019

- Optimized data management processes by maintaining organized electronic files and updating records efficiently.
- Managed accounts payable and receivable tasks, ensuring timely processing of invoices and accurate tracking of payments.
- Assisted in preparing regulatory filings, ensuring compliance with all relevant rules and guidelines.

### **Customer Service Representative**

Kuku Travels and Tours | 2017 - 2018

- Developed strong product knowledge to provide informed recommendations based on individual customer needs.
- Contributed to sales growth by upselling products and services based on individual customer requirements.
- Handled Company's social media accounts to improve efficiency of customer service and also increase sales of company services
- Provided coaching and mentoring to new hires.

## **EDUCATION**

### **Bachelor of Technology (B. Tech) in Food Science Technology (First Class**

**Honors)** Federal University of Technology, Akure (FUTA), Nigeria | 2019 - 2023

- Participated in annual food science conferences discussing advancements in food technology
- Dean's list, 7 semesters respectively
- Awarded Best Academic Personnel (Female)

### **National Diploma in Science Laboratory Technology (Upper Credit)**

Ogun State Institute of Technology Igbesa, Ogun State | 2015 - 2017

- Volunteered at a Public Health Centre (Hematology Laboratory).

## **CERTIFICATIONS AND TRAININGS**

**2025** National Youth Service Certificate (NYSC)

**2025** Jobberman Softskills training

**2024** Basics in Excel

**2024** Microsoft excel: Data analysis with Pivot tables

**2023** Bachelor of Technology (B. Tech) in Food Science and Technology