



HIDAYAT AMOLEGBE

EXECUTIVE ASSISTANT
& PROJECT MANAGER

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ABOUT ME

I'm a skilled and enthusiastic professional offering a diverse skillset that tackles both administrative and creative tasks. I excel in managing emails, calendars, and projects, while also bringing a touch of visual flair with graphic design capabilities for presentations and social media. My adaptability and eagerness to learn ensure I can seamlessly integrate into your workflow and master new tools to support your success. Consider me your organized and efficient right-hand, ready to streamline your workload and help you achieve your goals!



Administrative
Management

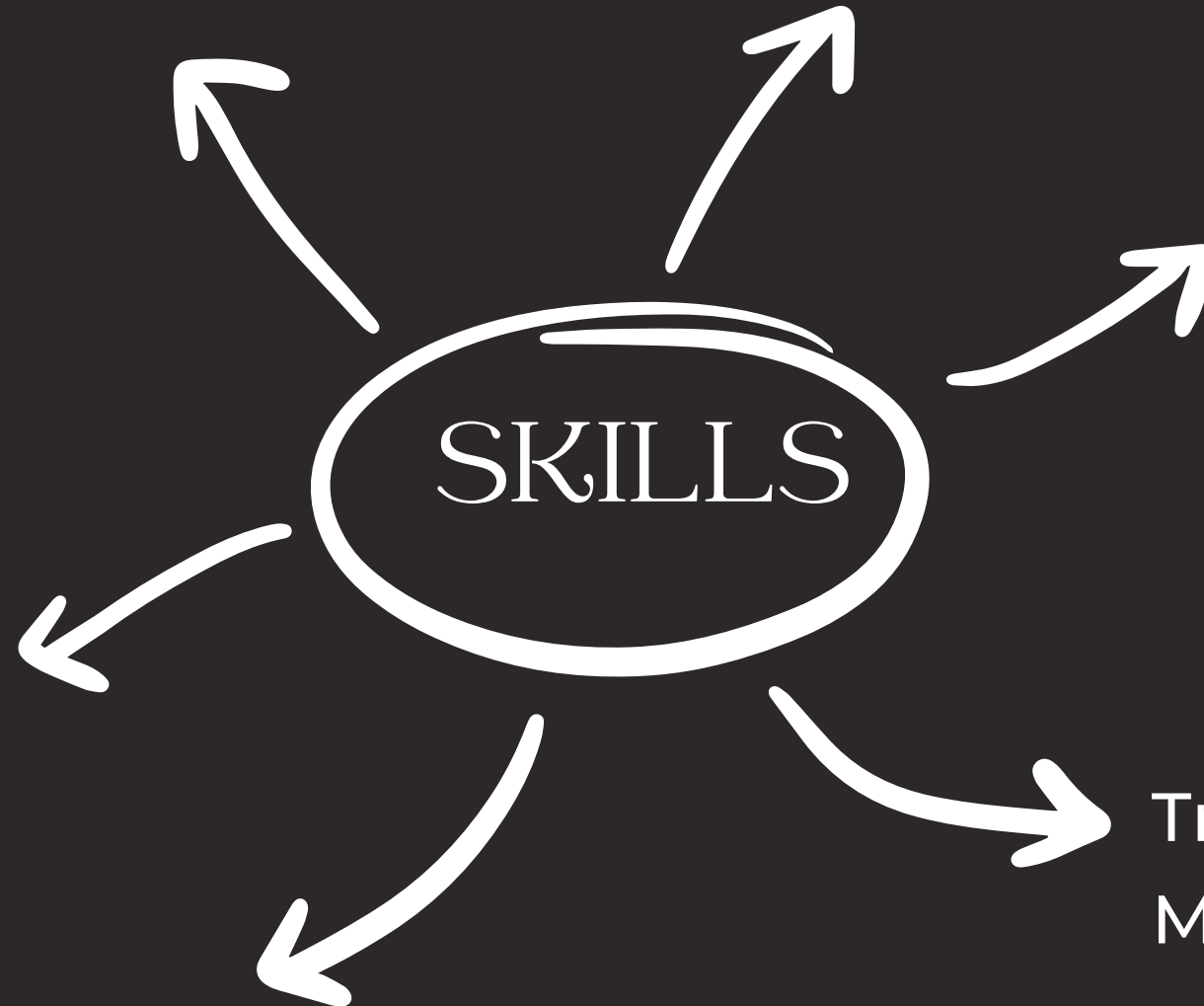
Project
Management

Lead
Generation

Travel
Management

Graphic
Design

Executive
Support





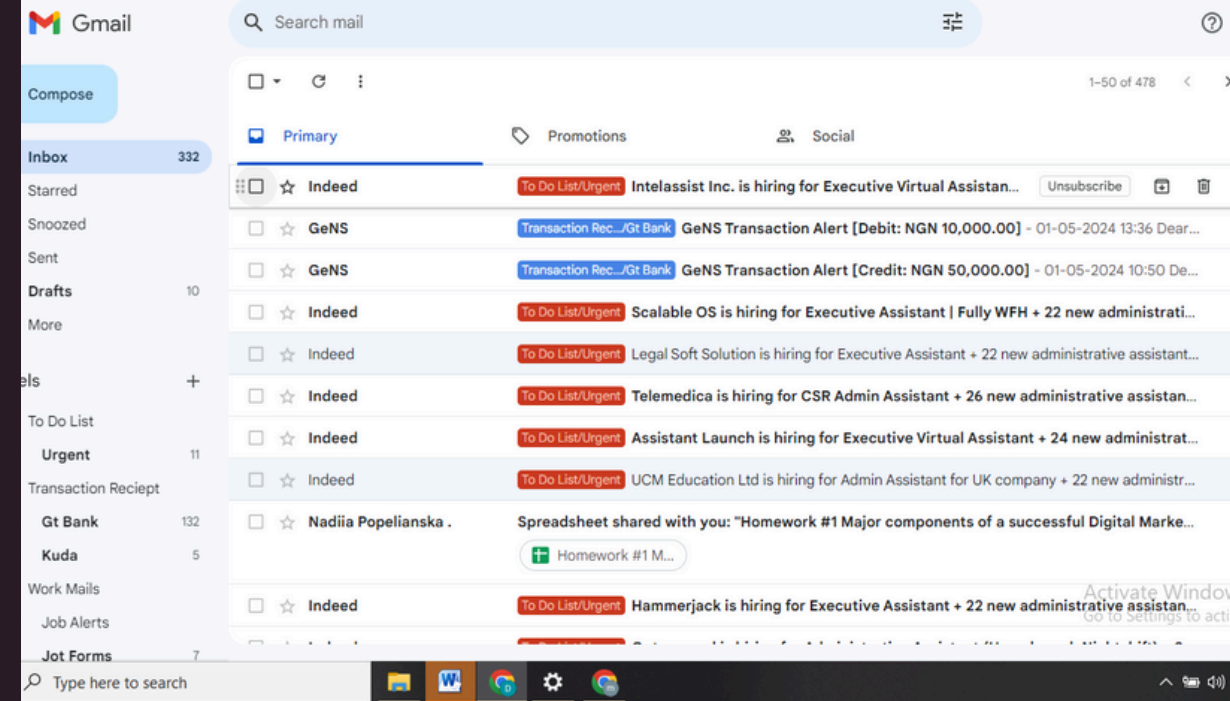
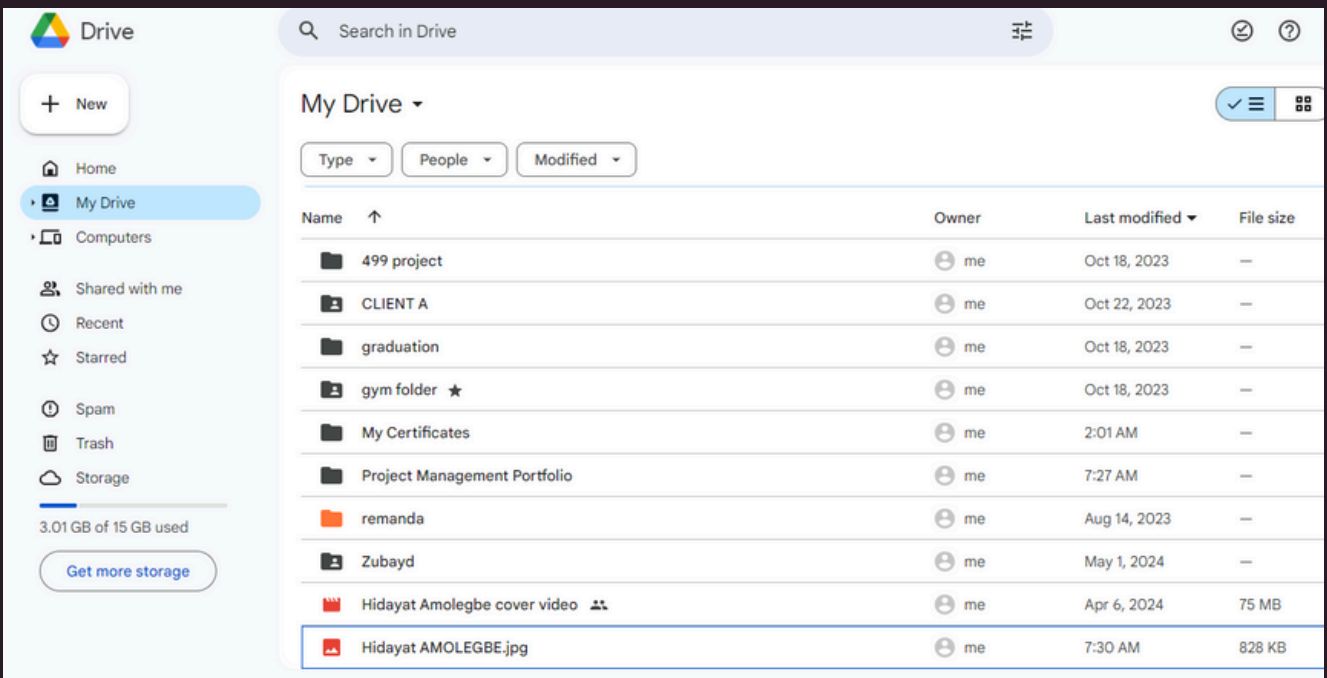
PROJECT 1

GRAPHIC DESIGNING

To boost brand awareness and attract new members for a local gym, I designed a cohesive Instagram campaign. Leveraging their theme color across all posts, I crafted eye-catching visuals showcasing members in action, group classes, and gym amenities. This strategic use of color, visuals, and messaging resulted in a strong brand identity for the gym's Instagram profile.

RAMADAN Meal Plan			
	Suhoor	Snacks	Iftar
Mon	Pounded Yam with Egusi	Banana shakes	Beans with fried plantain and Fish
Tue	Efo Riro with Swallow of choice	Dates with seasonal fruits.	Jollof rice with cole slaw and chicken
Wed	Stirfry Spaghetti with chicken	Any clean juice	Pap with Moin-Moin
Thu	Gbegiri, Amala, Ewedu and stew with preferred meat	Dates with watermelon	Boiled Potatoes with egg sauce
Fri	Efo Riro with swallow of choice	Dates with Apple	Jollof rice with coleslaw and chicken
Sat	Stirfry noodles with eggs	Dates with Seasonal fruits	Rice and Beans with fish stew
Sun	Boiled plantain with vegetables and protein of choice	Dates with seasonal fruits	Tapioca with MoinMoin or Akara





PROJECT 02

ADMINISTRATIVE MANAGEMENT

Increased efficiency for a busy executive! I revamped their calendar, emails, and Google Drive. Meticulously reorganized schedules, implemented email management systems with filters and labels, and restructured Google Drive with clear folders and tags. This empowered the executive to save time, find information easily, and operate more efficiently.

SUN 28	MON 29	TUE 30	WED May 1	THU 2	FRI 3	SAT 4
6am Washing and cle 10am Project Manage 5 more	AiCE Pre-Engagement Week					
	10am Project Manage 7 more	10am Project Manage 6 more	Workers' Day 7 more	10am Learning remin 2 more	10am Learning remin 2 more	10am Project Manage 5 more
5	6	7	8	9	10	11
AiCE Pre-Engagement W		AiCE Onboarding Week				
6am Washing and cle 6 more	10am Project Manage 7 more	10am Project Manage 6 more	10am Project Manage 7 more	10am Learning remin 2 more	10am Learning remin 3 more	10am Project Manage 5 more
12	13	14	15	16	17	18
AiCE Onboarding Week		AiCE Week 1 Learning				
6am Washing and cle 6 more	10am Project Manage 7 more	10am Project Manage 6 more	10am Project Manage 6 more	10am Learning remin 2 more	10am Learning remin 2 more	10am Project Manage 5 more
19	20	21	22	23	24	25
AiCE Week 1 Learning		AiCE Week 2 Learning				
6am Washing and cle 6 more	AiCE Milestone 1 Due 8 more	10am Project Manage 6 more	10am Project Manage 6 more	10am Learning remin 2 more	9am Canva Create: Wi 3 more	10am Project Manage 5 more
26	27	28	29	30	31	Jun 1
AiCE Week 2 Learning		AiCE Week 3 Learning				
6am Washing and cle 7 more	AiCE Milestone 2 Due 10 more	10am Project Manage 8 more	10am Project Manage 7 more	10am Learning remin 3 more	10am Learning remin 3 more	10am Project Manage 6 more

PROJECT 03

Lead Generation & Travel Itenaries

I boosted my Client's leads by 15% through targeted marketing. I also crafted their travel itineraries, exceeding my client expectations. By understanding their preferences and leveraging on research, I ensured seamless, unforgettable experiences. This project highlights my lead generation, communication, and travel planning expertise, making me a reliable partner for your business needs.

Mr Dapo's Travel Itinerary
A 5-DAY Seminar and Networking Trip
(28th of December 2023 – 1st of January 2024)

Trip Details
Location: Sokoto to Ilorin
Hotel: Princess Luxury Hotel (Plot 3, Along Pipeline Road, Taseke, Kwara State)
Date of Departure: 28th of December 2023
Date of Arrival: 1st of January 2024
Flight Ticket Number: FJT 4539
Seat Number: 11A

Pick Up From Home
28th of December 2023
Car Company: young legacy Car Company
Phone Number: +2348033779297
Pickup Time: 4:30PM

Flight Details
Ticket Number FJT 4539
Seat Number 11A
Boarding Time: 6PM
Gate 3
Class: Business Class
Boarding Time: 6PM
Air Line: Dana Airline
Flying Time 1 Hour
Pick Up at the Airport
Airport Cab

Hotel Details
Hotel Room C112
Reservation Number: 202324112
Check-in: 7:30PM

29th Of December 2023
Seminar
Time: 9:00AM - 12:00PM
Location: Hotel Conference Room
Topic: The Need for Inclusivity and Diversity in an Organization
Lunch
Time: 12:00PM - 1:00PM
Location: Hotel Restaurant
Proposal Pitch
Time: 1:00PM - 3:00PM
Title: Why and how can we optimize the use of AI in an Organization?
Siesta
Time: 3:00PM - 4:30PM
Theater Event
Time: 5:00PM - 7:00PM
Address: University of Ilorin Theater
Olojuole Transport Company
Cab No: 1895
Cab Phone No: 081xxxxxx3879
Time: 7:00PM - 9:00PM
Dinner at Red Caffee.

	A	B	C	D	E
18		Adebusola	Female	+234 803301	
19		Adefunmito A	Female	+234 8027	
20		Adegbenro F	Female	+234 80232	
21		Adejumoke	Female	+234 80231	
22		Ademiluyi Ca	Female	+234 80328	
23		Adeola Aj	Female	+234 80838	
24		Akinboboye	Female	+234 81374	
25		Akinde Bunr	Female	+234 80231	
26		Akinjide Aki	Male	+234 90820	
27		Akinsanmi A	Female	+234 803282	
28		Alayo Jay	Male	+234 909588	
29		Alexisp LTD	Organisation	+234 802342	
30		Alice	Female	+234 803787	
31		Amaah	Female	+234 706680	
32		Amadi Chri	Female	+234 813460	
33		Amaka	Female	+234 806226	
34		Amaka An	Female	+234 803325	
35		Amicable		+234 803506	
36		Amina Ma	Female	+234 806819	
37		Ampi		+234 803960	
38		Amy	Female	+234 803626	
39		Amy	Female	+234 809114	
40		Angus Stella	Female	+234 906759	
41		Anikwe Adaob	Female	+234 806364	

PROJECT 4

Copywriting Skills

Building a Strong Online Presence as a Freelance Writer

(Your Gateway to Success)

In today's digital world, your online presence is your professional storefront as a freelance writer. It's where potential clients discover your skills, explore your writing style, and ultimately, decide to hire you. Building a strong online presence isn't about fleeting internet fame; it's about establishing yourself as a credible and reliable writer, attracting your ideal clients, and carving a path for a thriving freelance career.

This guide equips you with actionable steps and strategies to craft a compelling online presence that showcases your talent and positions you for success.

The Pillars of Your Online Presence

A strong online presence for a freelance writer rests on four key pillars:

- **A Compelling Online Portfolio:** Your portfolio is the cornerstone of your online presence. It serves as a curated showcase of your best work, highlighting your writing style, versatility, and expertise in specific niches. Platforms like contently or your own dedicated website are great options.
- **Strategic Social Media Engagement:** Social media platforms like LinkedIn and Twitter are powerful tools for connecting with potential clients, industry influencers, and fellow freelance writers. Share high-quality content relevant to your niche, participate in relevant discussions, and use relevant hash tags to increase visibility.
- **Content Marketing Prowess:** Regularly creating and sharing valuable content establishes you as a thought leader and demonstrates your writing chops. Guest blog for industry publications, start your own blog, or contribute to online communities.
- **Building a Network:** Networking online and offline strengthens your professional foundation. Join online writer communities, attend industry events, and connect with potential clients and collaborators.

Crafting Your Online Portfolio:

Your portfolio should be visually appealing, easy to navigate, and clearly showcase your writing expertise. Include:

- **Samples of your best work:** Tailor your portfolio to the type of writing you specialize in.
- **Client testimonials (if available):** Positive client feedback builds trust and credibility.

Social Media Strategies for Freelance Writers:

- **Optimize your profiles:** Craft professional bios with relevant keywords and showcase your writing expertise.
- **Engage consistently:** Share valuable content, participate in discussions, and respond to comments and messages promptly.
- **Target the right platforms:** Focus on platforms where your ideal clients hang out.
- **Utilize visuals:** Images and infographics grab attention and enhance engagement.

Content Marketing for Freelance Writers:

- **Find your niche:** Identify specific areas of writing expertise to target your content.
- **Create high-quality content:** Offer valuable insights, tips, and resources relevant to your target audience.
- **Be consistent:** Commit to a regular content creation schedule to build a loyal readership.
- **Promote your content:** Share your content on social media, submit it to relevant publications, and leverage email marketing.

Building Your Network:

- **Connect with other freelance writers:** Share knowledge, collaborate on projects, and offer support to one another.
- **Engage with potential clients:** Actively participate in online forums and communities where your clients are present.
- **Attend online and offline industry events:** Network with potential clients, editors, and other professionals.

Creating a strong online presence takes time and effort, but the rewards are substantial. By implementing the strategies outlined above, you'll establish yourself as a go-to freelance writer, attract ideal clients, and build a successful and thriving career. Remember, consistency is key. Continuously update your portfolio, engage with your audience, and keep creating valuable content.

1

Activate Windows
Go to Settings to activate Windows.

62

Great copy transcends industries! In this project for my client , I crafted compelling messages that resonated with their audience, achieving the client goal which was generating traffic to thier website by 15%. My adaptability and ability to translate complex ideas into clear words makes me a valuable asset.

How to Prepare for Your First Baby

(The Complete Guide for First Time Moms in 2024)

Welcoming your first baby into the world is an unforgettable milestone filled with joy, anticipation, and a touch of nervousness. As a first-time mum, navigating through the preparations for your new arrival can be overwhelming. However, with proper planning and guidance, you can ensure a smooth and enjoyable transition into motherhood. In this comprehensive guide, we'll provide you with essential tips and advice on how to prepare for your first baby, covering everything from self-care to newborn essentials.

How Do I Prepare Myself for My Baby?

Preparing yourself for the arrival of your baby is just as important as preparing the nursery. Here are some key areas to focus on:

1. **Nutrition:** During pregnancy, your body needs additional nutrients to support the growth and development of your baby. Aim for a well-balanced diet rich in fruits, vegetables, lean proteins, and whole grains. Foods high in folate, calcium, and iron are particularly beneficial for you and your baby's health.
2. **Exercise:** Staying active during pregnancy can help alleviate discomfort, improve sleep, and boost your mood. Engage in low-impact exercises such as walking, swimming, or prenatal yoga, but always consult with your healthcare provider before starting any new exercise routine.
3. **Regular Antenatal Care:** Attending regular prenatal appointments is essential for monitoring the progress of your pregnancy and ensuring the health and well-being of both you and your baby. These appointments also provide an opportunity to discuss any concerns or questions you may have with your healthcare provider.

First Time Mum Checklist:

Creating a checklist of essential items for your baby is a crucial step in preparing for their arrival. Here's a breakdown of both mandatory and optional items:

Mandatory Checklist:

- **Crib or Bassinet:** Provide a safe and comfortable sleeping environment for your baby.
- **Car Seat:** Ensure your baby's safety during car journeys.
- **Diapers and Wipes:** Stock up on newborn diapers and gentle wipes for diaper changes.
- **Baby Clothes:** Invest in a variety of **onesies**, sleepers, hats, and socks for your baby's wardrobe.
- **Feeding Supplies:** Whether you choose breastfeeding or formula feeding, be prepared with bottles, nipples, and feeding accessories.
- **Baby Bath Tub and Toiletries:** Keep your baby clean and fresh with a baby bath tub and gentle toiletries.
- **Thermometer:** Monitor your baby's temperature for signs of fever or illness.
- **Baby Nail Clippers:** Keep your baby's nails trimmed to prevent scratching.
- **Diaper Bag:** Stay organized on the go with a diaper bag stocked with essentials.
- **Baby Monitor:** Keep an eye on your baby while they sleep with a reliable baby monitor.

Optional Checklist:

- **Nursing Pillow:** Provide support during breastfeeding or bottle feeding.
- **Baby Swing or Bouncer:** Soothe your baby with gentle rocking or bouncing motions.
- **Changing Table:** Create a dedicated changing station for diaper changes.
- **Breast Pump:** If you plan to breastfeed, a breast pump can be a valuable tool for expressing milk.
- **Baby Carrier or Wrap:** Keep your baby close and your hands free with a baby carrier or wrap.
- **Nursery Decor:** Personalize your baby's nursery with decor items such as wall art, curtains, and rugs.
- **Baby Books and Toys:** Stimulate your baby's development with age-appropriate books and toys.

Activate Windows
Go to Settings to activate Windows.

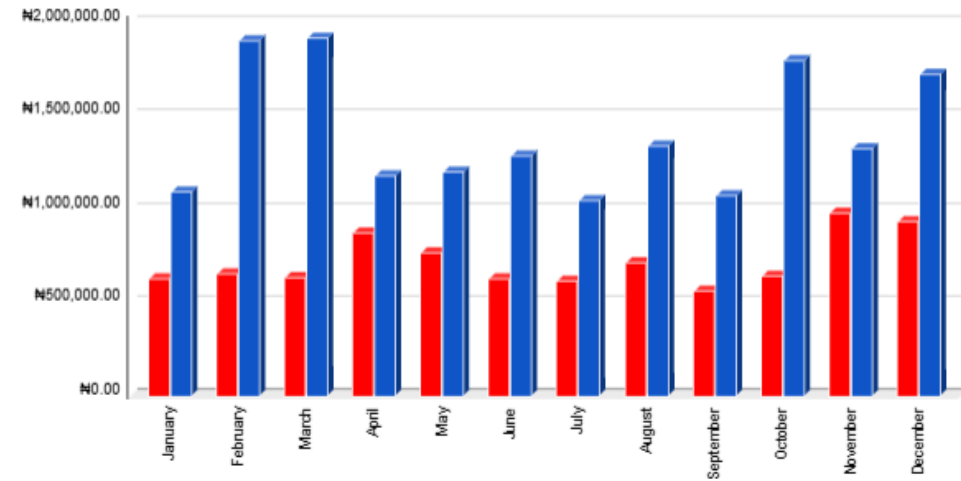
PROJECT 5

Data Collection, Analysis & Reporting

I Collected, cleaned, and analyzed company data to identify key trends and patterns. Generated detailed reports and visualizations that provided actionable insights, enabling data driven decision making. Collaborated with stakeholders to translate data findings into strategic recommendations, improving operational efficiency and business growth.

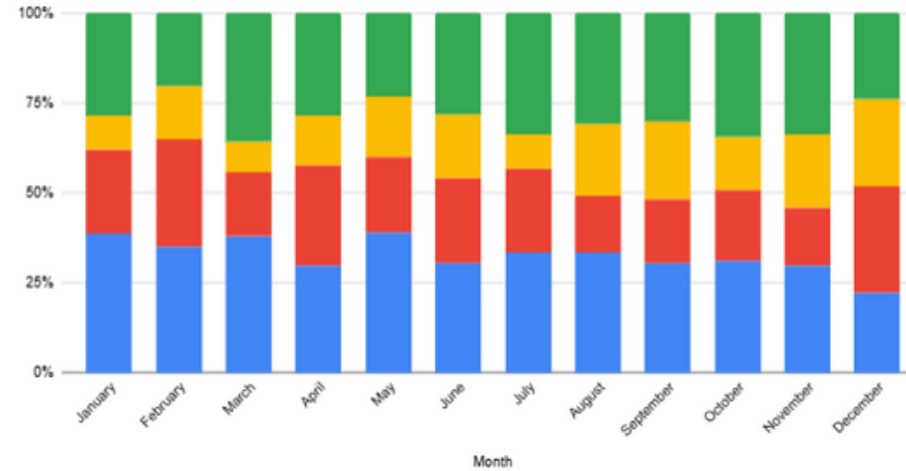
Total Sales and Expenditure for the year 2024

■ Expenditure ■ Sales



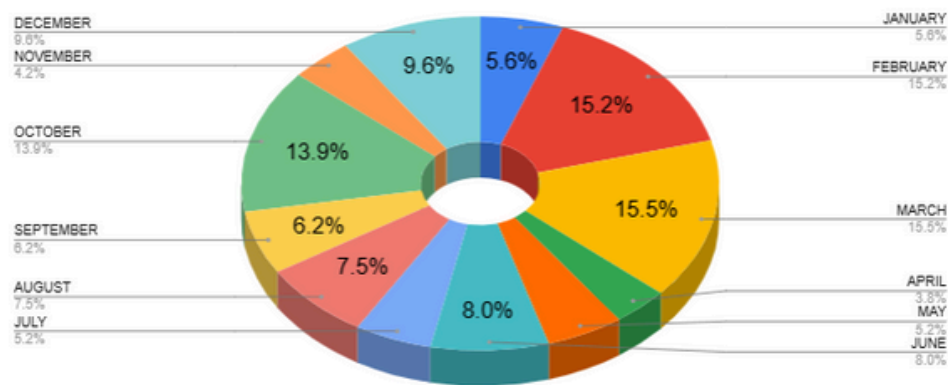
Monthly Sales Of Each Meals

■ Coconut Rice Sales ■ Tuwo Sales ■ Amala Sales ■ Jollof Rice Sales



Monthly Profit for the Year 2024

A monthly breakdown of the total gross profit



Haela Kitchen Financial Report – 2024

1. Overview

This report analyzes the financial performance of Haela Kitchen for the year 2024, focusing on total expenditure, sales, and profit. It also examines the sales contribution of different meal categories.

2. Financial Performance Summary

2.1 Total Sales and Expenditure

- ◆ The total sales for the year amounted to N16,555,609, while the total expenditure was N8,562,047.
- ◆ February and March recorded the highest sales, with February at N1,950,000 and March at N1,950,000, whereas November had the lowest sales at N950,000.
- ◆ Expenditure remained relatively stable, except for a slight increase in November to N950,000, the highest cost of N865,838.

2.2 Monthly Profit Trends

- ◆ The highest monthly profit was recorded in February (N1,280,824), followed by March (N1,280,824).
- ◆ The lowest profit was in November (N346,700), due to lower sales.

3. Sales Breakdown by Meal Category

3.1 Key Contributors

- ◆ Jollof Rice Sales: N4,555,609 – The best-selling meal.
- ◆ Coconut Rice Sales: N4,063,164 – A strong second contributor.
- ◆ Amala Sales: N3,019,519 – Moderate sales performance.
- ◆ Tuwo Sales: N2,205,393 – The lowest contributor.

3.2 Monthly Sales Patterns

- ◆ Jollof Rice maintained consistent sales throughout the year, with peaks in February and August.
- ◆ Coconut Rice sales were strong in June–August.
- ◆ Amala and Tuwo sales fluctuated but showed steady revenue generation.

4. Observations and Recommendation

4.1 Observations

- ◆ High-profit months correlate with increased sales and reduced expenditure.
- ◆ The profit percentage calculation has minor discrepancies in some months, requiring data correction.
- ◆ November recorded the lowest sales, indicating a seasonal dip.
- ◆ Jollof Rice and Coconut Rice significantly contributed to revenue, while Amala and Tuwo have lower demand.

WORK EXPERIENCE

Klay Foods

Virtual Assistant

As a remote Virtual Assistant, I supported Klay Foods, a thriving food company, by streamlining their operations. I managed their calendar, coordinated travel logistics, and drafted engaging social media content. Additionally, I researched industry trends and competitor analysis, providing valuable insights for their marketing team. This experience honed my organizational skills, communication abilities, and industry knowledge, making me a versatile asset for your virtual team.

Utopia BFS

Administrative Assistant

At utopia BFS , I thrived as an administrative assistant, ensuring smooth daily operations. I managed the front desk, greeting members, processing payments, and handling membership inquiries. I also played a key role in scheduling appointments, maintaining gym equipment logs, and supporting staff with administrative tasks. My organizational skills and positive demeanor fostered a welcoming environment for all members.

CERTIFICATIONS

Project Management

Virtual Assistant



Certificate no: UC-da8faa4f-99e3-44a9-ae2b-fbc8378a4d4d
Certificate url: ude.my/UC-da8faa4f-99e3-44a9-ae2b-fbc8378a4d4d
Reference Number: 0004

CERTIFICATE OF COMPLETION

Project/ Product Management Frameworks & Methods MasterClass

Instructors **Prince Patni**

Amolegbe Hidayat

Date **May 1, 2024**
Length **1.5 total hours**

CERTIFICATE OF COMPLETION

THIS IS PRESENTED TO

AMOLEGBE HIDAYAT

for completing the **Virtual Assistant Skills Training 2024**

Chinyere
Chinyere Nwachukwu
Remanda Biz Academy
Instructor



Certificate no: UC-13a54d5d-f1e0-4cd2-948c-a98118ac3836
Certificate url: udemy/UC-13a54d5d-f1e0-4cd2-948c-a98118ac3836
Reference Number: 0004

CERTIFICATE OF COMPLETION

Professional Certificate of Executive Business Assistant

Instructors **MTF Institute of Management, Technology and Finance**

Amolegbe Hidayat

Date **Aug. 12, 2024**
Length **3.5 total hours**



CERTIFICATE OF ACHIEVEMENT

Proudly Presented to

HIDAYAT AMOLEGBE

For successfully completing an 8-week programme in
Virtual Assistance Skills in the Digital Age

FRED SWANIKER
Founder & CEO, AL Group

**JACO JANSEN VAN
RENSBURG**
VP of Learning, ALX

Date of Issue: 3rd September 2024

Program completion date: 3rd September 2024

Scan the qr code or visit <https://intranet.alxsw.com/certificates/x5EBNFHSh2> to authenticate this certificate



CERTIFICATE OF ACHIEVEMENT

Proudly Presented to

HIDAYAT AMOLEGBE

For successfully completing an 8-week programme in
AI Augmented Professional Development Skills in the Digital Age

FRED SWANIKER
Founder & CEO, AL Group

**JACO JANSEN VAN
RENSBURG**
VP of Learning, ALX

Date of Issue: 7th July 2024

Program completion date: 4th July 2024

Scan the qr code or visit <https://intranet.alxsw.com/certificates/FXJYCHMfG9> to authenticate this certificate



Clients Review

Dapo Adimula

Your organizational magic has transformed our team. Processes flow seamlessly, thanks to your hawk-eyed detail. We're a well-oiled machine now!



Yusuf Agbe

Our projects have thrived thanks to your unwavering reliability and exceptional efficiency. You consistently deliver on time, managing tasks with a precision that inspires. Your dedication and hard work are truly appreciated.



Kate Andrews

Your talent for clear and timely communication shines through. Whether orchestrating meetings or navigating client inquiries, you ensure everyone is kept in the loop, fostering a seamless flow of operations. It's truly excellent work!



**Ready to reclaim your time
and achieve more?
I'm here to help!
Explore my services and let's
chat about how I can be your
secret weapon to ease and
optimization**

CONTACT ME

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+2349167457253

THANK YOU YOUR TIME

CLICK HERE

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