

BELLO OLUWASEUNFUNMI RUTH

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Proactive Executive Assistant and Operations Professional with 3+ years of progressive experience providing high-level executive support, coordinating complex schedules, managing stakeholder communications, and ensuring seamless day-to-day operational delivery across fast-paced professional environments. Track record of supporting senior leadership directly, managing multiple concurrent priorities, and maintaining the highest standards of confidentiality, accuracy, and professionalism.

EDUCATION

Miva Open University

Masters in Business Administration (MBA)

University of Ilorin, Ilorin

Bachelor of Agriculture (B.Agric)

Cambridge University

Sustainable Development Goals and laws(short course)

The Paris Agreement, Sustainable Development and the Law. (short course)

Abuja

In-View

Kwara State

June 2023

United Kingdom

Feb 2024 - Mar 2024

Mar 2024 - April 2024

SKILLS & INTERESTS

Skills: Digital Literacy (MS Office, Google Workspace, CRM platforms, Zoho) | Research and project management | Technical Skill | Excellent verbal and written communication skills | Strong problem-solving abilities | Detail-oriented with strong organizational skills | Customer Relationship Management | Client Communication | Problem Solving | Workflow Optimization | Cross-functional Collaboration | Calendar & Schedule Management | Executive Correspondence | Confidentiality & Discretion | Travel Coordination

WORK EXPERIENCE

International Institute of Tropical Agriculture

Ibadan, Nigeria

Executive Assistant– Operations & Administrative

August 2024 – Feb 2026

- Provided comprehensive operational and administrative support across 5–6 simultaneous projects within the Research Facilities Unit, coordinating day-to-day activities, managing documentation systems, and ensuring smooth execution across multiple workstreams
- Coordinated scheduling, tracked deliverables, and managed correspondence across multiple project sites, ensuring all activities aligned with approved timelines and operational standards.
- Served as primary liaison between internal departments, external vendors, and senior stakeholders, managing communications professionally and ensuring timely follow-up on all outstanding items
- Monitored project implementation against approved timelines, technical specifications, and quality standards; delivered weekly status reports including procurement logs, inventory records, expenditure reports, delivery tracking, and operational status reports to project leads and scientists, flagging deviations and recommending corrective actions.
- Managed correspondence and documentation approvals across 15+ senior staff members, maintaining accurate records and ensuring all administrative processes were completed accurately and on time
- Coordinated logistics and resolved operational issues proactively to minimise disruptions across daily activities.
- Maintained confidential records, organised digital filing systems, and ensured all documentation met organisational compliance standards
- Collaborated with cross-functional teams to streamline administrative workflows, improve internal communication processes, and support senior leadership with day-to-day operational needs

Graduate Intern

September 2023 – July 2024

- Provided administrative and operational support to a team of 8+ researchers, maintaining accurate records, organising documentation, and ensuring quality control across all data entries
- Tracked project milestones, monitored progress against timelines, and prepared findings reports for presentation to project leads
- Maintained professional written and verbal communication with internal team members and external collaborators, coordinating activities and managing information flow efficiently
- Built a strong reputation for accuracy, reliability, and discretion, regularly trusted with sensitive documentation and operational responsibilities ahead of schedule
- Provided executive-level administrative support including drafting correspondence, preparing meeting agendas, taking minutes, and maintaining organised filing systems

Caizen Sustainability Marketing Agency

Yaba, Lagos

Executive & Project Assistant to the CEO (Remote)

February 2025- Jan 2026

- Managed the CEO's calendar, appointments, and meeting schedule across 4+ concurrent client accounts ensuring all commitments were organised, prepared for, and followed up on without prompting
- Served as the primary liaison between the CEO, internal teams, and external clients, managing communications professionally, handling confidential information with discretion, and ensuring timely follow-up on every outstanding item

- Drafted correspondence, prepared meeting agendas, took minutes, and tracked all action items to completion ensuring the CEO was fully briefed and prepared for every engagement
- Prepared high-quality reports, presentations, and proposals for internal and external stakeholders, handling sensitive information with complete professionalism and discretion
- Coordinated travel arrangements, logistics, and scheduling for the CEO across multiple engagements managing all details independently.
- Analysed operational workflows and identified process improvements that reduced administrative bottlenecks and improved overall efficiency across the agency
- Maintained centralised documentation systems and digital filing structures, ensuring all project records, client files, and regulatory updates were accurate, current, and accessible

ESG Advisory Services

Delhi, India

Research & Project Support Intern (Remote)

January 2025- March 2025

- Supported senior leadership with research, documentation, and stakeholder communication across client advisory projects, handling information professionally and delivering outputs within tight deadlines
- Developed written reports, infographics, and policy briefs tailored to both technical and non-technical audiences, improving clarity and engagement.
- Coordinated with a cross-functional international team across multiple time zones, managing information flow, tracking deadlines, and ensuring all deliverables met quality standards
- Designed comparative frameworks and summarized data for internal dashboards to enhance visibility into performance trends.
- Demonstrated consistent professionalism, discretion, and adaptability, responding promptly to supervisor and client feedback and maintaining high standards under pressure

VOLUNTEER EXPERIENCE

Program Coordinator for climate resilience agricultureEcoSciGen (Nigeria) Aug 2024-Jan 2025

- Designed and coordinated capacity-building programs for 50+ young female farmers and agripreneurs on climate-resilient agricultural practices and drone technology for sustainable farming.
- Authored grant proposals targeting climate-smart agriculture funding for marginalized communities, securing resources to expand program reach.
- Aligned program activities with UN Sustainable Development Goals and global climate resilience frameworks through stakeholder collaboration.

Global Youth Ambassador

Their-World Organization (London) April 2024

- Advocated for global youth education initiatives by promoting access to quality education in underserved regions.
- Partnered with other ambassadors to raise awareness of the United Nations' education goals through community engagement and digital campaigns.

Climate Literacy &Environmental sustainability -Oath for sustainability network (Illinois US) July-Dec 2024

- Designed and implemented community outreach programs, encouraging eco-friendly habits like waste reduction and recycling, promoting environmental awareness among diverse audiences.
- Supported the development of localized sustainability strategies, helping communities adapt to climate challenges.