

# AMTULLAH ADEGOKE

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## EDUCATION

**MSc International Human Resource Management** | University of Portsmouth Sep 2023 – Jul 2025

- Awarded Distinction.
- Represented students in my cohort as course representative.
- Dissertation: The Impact of Negative Menstrual Health Symptoms on Women's Wellbeing and Workplace Performance (Distinction).

**BSc Biomedical Sciences** | University of Portsmouth Sep 2020 – Jul 2023

- Awarded 2:1 (Second Class Upper Honors).

## CORE COMPETENCIES

Administrative Support & Diary Management | Microsoft Office Suite (Excel, Word, PowerPoint) | Digital Collaboration Tools (Teams, Zoom) | Records Management & Compliance | Onboarding Support | Stakeholder Engagement & Communication | Task Tracking & Action Point Monitoring | Team Coordination & Supervision Performance Management | OKRs | Employee Engagement | Research & Data Analysis | Process Improvement | Conflict resolution

## PROFESSIONAL EXPERIENCE

**HR ASSISTANT** | Algorism Limited | Remote Aug 2024 – Apr 2025

- Led HR, statutory, and data protection compliance reviews across employee records, contracts, and HR policies, delivering zero statutory defaults and zero major audit exceptions (FY2024).
- Standardised HR documentation and record-keeping processes, ensuring 100% record integrity, zero record loss, and organisation-wide audit readiness.
- Designed and implemented a centralised leadership reporting and meeting system, improving decision-making efficiency by 20%.
- Partnered with the CEO to implement an OKR-based performance management framework aligned to the Balanced Scorecard, contributing to a 10% productivity increase within 8 months.

**COURSE REPRESENTATIVE** | University of Portsmouth | United Kingdom Sep 2023 – Jul 2025

- Acted as liaison between 22 postgraduate students and academic staff, ensuring structured communication and timely escalation of academic and welfare concerns.
- Designed a structured feedback and issue-tracking system, enabling 90% of reported academic and administrative issues to be resolved within deadlines.
- Provided one-to-one academic mentoring to 10 students, contributing to an average 40% improvement in academic performance.

**HOSPITALITY ASSISTANT (PART-TIME)** | W.A.M Hospitality Limited | United Kingdom Apr 2022 – Jul 2024

- Supervised and motivated teams of up to 8 staff across 30+ high-volume events, including stadiums and racecourses.
- Introduced structured pre-event briefings, role allocation, and task checklists, improving operational efficiency by 25%.
- Delivered high-quality customer service to 100+ guests per event, ensuring compliance with service and quality standards.
- Supported stock control, inventory checks, and invoicing processes, reducing service-related errors by 20%.

- Supported onboarding and orientation for new and international students, increasing engagement and participation by 15%.
- Planned and delivered 15 wellbeing and inclusion events, supporting diverse student communities.
- Established structured communication channels with university leadership to formally document and escalate student concerns.

- Maintained confidential administrative and HR records for 15 employees, ensuring compliance with internal policies and data protection standards.
- Implemented an executive action-tracking system to monitor meeting outcomes, improving accountability and project delivery timelines by 30%.
- Managed executive scheduling, travel coordination, and correspondence using Microsoft Office (Word, Excel, Outlook, PowerPoint).

### PUBLICATION

- Adegoke, A.O. & Johnston, K. (2025). Menstrual discrimination: period pain, productivity and performativity. Equality, Diversity and Inclusion: An International Journal (Ahead-of-print). <https://doi.org/10.1108/EDI-12-2024-0591>

### CERTIFICATIONS

- Associate Member, Chartered Institute of Personnel and Development (CIPD).
- **McKinsey.org Forward Program** – Consulting and problem-solving frameworks (MECE, hypothesis-driven approach), data analysis, and structured communication; earned McKinsey.org Forward digital badge.
- **Forge Virtual Experience Programs** – Human Resources, Project Management, Strategic & Management Consulting, Client Services.
- **Coursera Certifications** – Project Management, Data Analytics, Generative AI.