

ADAM LEDOOR

Business Development Manager | Operations Specialist |
Social Media Manager | V.A | HR | Business Analyst |
Project Manager | Product/Project Assessment |

+2348162890341 @ adamledoor@gmail.com
linkedin.com/in/adam-ledoor-62996b8a Remote/On-site

SKILLS

Strategic Leadership Skill
Listening and Communication. Blockchain Technology & Web3
Artificial intelligence. Teamwork Collaboration. Time Management. Strong work ethic. Understanding of decentralized technologies and their applications in the digital asset space. Ability to deliver exceptional service and resolve complex issues in fast-paced environments. Ability to work Remote/Onsite.

EXPERIENCE

Logistic Operation Coordinator 02/2024 - 07/2024
Benmaof Logistics Onsite/Remote

Logistic Operation
• Managed logistics and transport operations, ensuring timely cargo delivery and effective customer communication.
• Developed and maintained operational databases for accurate reporting and decision-making.

Asst, Operations Coordinator. 02/2021 - 03/2022
Danbaba Suntai Airport, (Jalingo) Onsite, Taraba State, NG

Government, Aviation
• Danbaba Suntai Airport, Jalingo
• - Assisted in organizing airport operations, including data management and reporting to senior management.
• - Played a key role in coordinating airport activities, ensuring seamless passenger and cargo processing.

EDUCATION

Bachelor degree Date period
Ignatius Ajuru University of Education

Higher National Diploma Date period
Maritime Academy Of Nigeria

NYSC CERTIFICATE 02/2021 - 03/2022
National Youth Service Corp

H.S.E CERTIFICATE Date period
Institute of onshore and offshore Safety

Certificate in Green Economy & Trade Date period
United Nations institute for Training and Research



MAJOR WORK AREA

★ Business Development Management
Social Media Management
Operations Management
Content Writing
HR and Admin Management (Onsite/Remote)
Project Management
Business Intelligence and Data Analysis
Strategic Planning and Execution
Team Leadership and Development
Process Improvement and Optimization
Customer Relationship Management
Stakeholder Engagement and Communication
Explain how it benefits your work.

💎 TEAMWORK COLLABORATION
To Enhances productivity & innovation by combining diverse skills and perspectives to achieve common goals.

LANGUAGES

English Fluent
French Beginner

TRAINING / COURSES

Onshore and Offshore Safety Institute. Health, Safety, and Environment
(HSE Level 1, 2, 3) Job Safety Analysis Permit to Work System - Confined Space Entry - Environmental Safety - Fire Prevention - Hazard Identification and Risk Assessment - Physical Security Strategy and Safety.