
ABIOLA MINASU, ORİYOMI

Badagry, Lagos | oriyomiabiolaminasu@gmail.com | +2347038354088 | +2348050490469

CAREER SUMMARY

Seeking to build on my experience in education and administration to advance into a leadership role where I can apply my skills in strategic problem-solving and team management. My goal is to lead with vision and drive organizational success by fostering innovation and operational excellence.

SKILLS

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| • MS Office Packages | • Data Analysis |
| • Administrative Management | • Multitasking |
| • Record Keeping | • Communication |
| • Stakeholder Management | • Supervising Skills |
| • Time Management | • Ethical Judgment |
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PROFESSIONAL EXPERIENCE

Project Supervisor Lagos State Waste Management Authority (LAWMA)	Feb 2024 – Present
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- Successfully supervised waste handlers and drivers, optimizing workflow and ensuring timely and effective waste collection.
- Implemented a comprehensive photographic documentation system for sanitation areas.
- Developed and maintained a detailed record-keeping system for daily activities, resulting in improved tracking and transparency.
- Established and enforced quality control protocols for driver speed and packing space, significantly reducing incidents and improving overall operational safety.
- Implemented training programs leading to improved driving practices.

Administrative Assistant (IT) Surulere Local Government Council, Education Department, HOD office, Surelere Lagos.	2025
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- Supervising and inspection of primary schools activities within Surulere Local Government.
- Monitoring of schools projects and educational programmes in Surulere Local Government.
- Efficiently managed the dispatch of mails to various council offices.
- Gained proficiency in operating computers and other devices, contributing to improved workflow and efficiency.
- Accurately received and processed incoming mails, maintaining a well-organized system.
- Diligently recorded both incoming and outgoing mails, ensuring precise tracking and documentation

Sales Manager B.J BLOCKS Industry, Badagry, Lagos State	2024
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- Efficiently responded to customer inquiries across multiple channels, including in-person, phone, and social media, leading to improved customer satisfaction and retention.
- Achieved a 30% increase in productivity through effective sales strategies and customer interactions, significantly boosting overall sales performance during 2015.
- Maintained precise financial accounts and business records, ensuring accurate tracking of transactions and contributing to sound financial management.

- Developed and refined communication processes to address customer inquiries promptly and effectively, enhancing the overall customer service experience.
- Contributed to a notable increase in productivity and revenue by effectively managing sales and customer interactions, demonstrating a strong impact on the business's growth.

Economics & Marketing Teacher (NYSC)
Divine Shield College, Ijebu Ode, Ogun state.

Dec 2022 – Nov 2023

- Developed and implemented creative and engaging teaching strategies for economics and marketing.
- Effectively prepared senior secondary students for NECO and WAEC examinations, contributing to higher pass rates and overall academic success.
- Introduced diverse problem-solving approaches, resulting in improved student performance
- Fostered a dynamic and interactive classroom environment that encouraged student participation.
- Prepared comprehensive lesson notes and utilized audio-visual instructional materials to improve student retention.

Administrative Assistant (IT)

2022

Lagos State University, Deputy Registral Office, Legal Unit, Ojo Lagos.

- Efficiently managed the dispatch of mails to various university offices.
- Gained proficiency in operating computers and other devices, contributing to improved workflow and efficiency.
- Accurately received and processed incoming mails, maintaining a well-organized system.
- Diligently recorded both incoming and outgoing mails, ensuring precise tracking and documentation

EDUCATION

Lagos State University, Ojo

2018 - 2022

Bachelor of Science (Education) in Educational Management (Second Class Upper Honors)

Lagos State University, Ojo

In view

Master in Education (M.Ed) in Business Education (Entrepreneurship Education Specialisation)

VOLUNTEERING

Ijebu NYSC Servicom Group Executive (President)

2023

Educational Management Students' Executive Council (Treasurer)

2020

-2021

Educational Management Students' Legislative Council (Clerk)

2020-2021

CERTIFICATIONS

Nigeria Institute of Management (Chartered)

2024

Teachers Registration Council of Nigeria (TRCN)

2024

National Youth Service Corps (NYSC)

2023

Lagos state Agricpreneurship Programme

2022

REFERENCE

Available on request.