

ANIMASHAUN BASIRAT OLUWATUNMISE

✉ oluwatunmiseadufe@gmail.com ☎ +2347085509050 📍 [Ojodu, Lagos State, Nigeria](#)

WORK OBJECTIVE

To leverage my administrative and secretarial skills in managing office operations, maintaining accurate records, and supporting organizational goals through effective coordination and communication. To contribute to the efficient management of administrative and secretarial operations by providing organized documentation, effective communication, and professional support to enhance organizational productivity.

WORK EXPERIENCE

ADMINISTRATIVE OFFICER ITOKI COMMUNITY HIGH SCHOOL Gas Line, Abule Ijoko, Ogun State, Nigeria.

Sep. 2024 – Feb. 2025

- Managed daily administrative operations of the school office.
- Handled student records, staff files, and confidential documents efficiently.
- Prepared official correspondence, reports, and meeting minutes.
- Coordinated school schedules, timetables, and appointments.
- Assisted in student admissions, registration, and enrollment processes.
- Maintained accurate attendance records for students and staff.
- Responded to inquiries from parents, students, and external bodies.
- Supervised office supplies, inventory, and procurement processes.
- Operated office equipment such as computers, printers, and photocopiers.

FRONT DESK OFFICER ALIBAX INTERNATIONAL NIG. LTD Lekki, Lagos Nigeria.

Nov. 2023 – Aug 2024

- Responded promptly to guest inquiries, requests, and complaints, ensuring timely resolution and satisfaction.
- Maintained front desk appearance and ensured compliance with hotel policies and service standards.
- Welcome and attend to visitors professionally while managing appointments and scheduling meetings, ensuring smooth office operations.
- Answer and direct phone calls while maintaining accurate records and visitor logs.
- Handle customer inquiries and complaints while providing basic solutions or escalating issues when necessary.
- Manage incoming emails and correspondence while coordinating communication between departments.
- Assist with printing, photocopying, and scanning while ensuring the reception area remains clean and organized.
- Monitor visitors' entry and exit while maintaining security and following company procedures.
- Organize files and perform data entry while

SECRETARY MASCOTENG MECHANICAL ENGINEERING COMPANY Ojodu, Lagos, Nigeria.

July. 2021 – Feb 2023

- Managed daily financial records, including income, expenses, and petty cash for school operations.
- Assisted in preparing monthly financial reports and budget summaries for management review.
- Reconciled bank statements and monitored school accounts to ensure financial accuracy.
- Ensured proper filing of financial documents in compliance with office policies and regulations
- Receive and attend to visitors professionally
- Track basic expenses and keep simple financial records
- Keep confidential information secure and private

SKILLS

- Data Entry & Record Management (Microsoft Office Suite – Excel)
- Report Writing & Documentation (Microsoft Office Suite – Excel, Word, PowerPoint)
- Customer Retention Strategies
- Customer Service & Client Support

LANGUAGES

English:



Proficient

Yoruba:



Fluent

EDUCATION

Bachelor of Education in Secretariat Administration

2025

Tai Solarin Federal University of Education, Ijebu-Ode, Ogun State, Nigeria.

INTERESTS

- Movies & Story Telling
- Strategic Board Games
- Travel