

AWAYE TAIWO GANIYAT

08085253900, 08077262884

awaiyetaiwo232@gmail.com

linkedin.com/in/awayie-taiwo-31263b328

No 1, Abdullahi Street, Off Ogati Fadeyi, Lagos State

Professional summary

Highly organised and proactive Administrative and Executive Support Professional with experience providing high-level administrative support to senior executives. Skilled in executive calendar management, meeting coordination, document preparation, stakeholder communication, and office administration. Proficient in Microsoft Office Suite, document management, and maintaining confidentiality while supporting business operations. Possesses strong organizational, communication, and problem-solving skills with a commitment to delivering excellent service and improving organizational efficiency.

EDUCATION

B.Sc./B.Ed in Economic education | Olabisi Onabanjo University, Ago Iwoye | |2017-2021|

- **Project:** Learner concern as determinants of learning outcome of Secondary school pupils in Ijebu North Local Government

Diploma in Computer Operator | Readteach Computer School | | 2015 |

- Coursework includes: Microsoft office, Adobe PageMaker, Photoshop and Corel draw

West African Senior School Certificate (WASSCE):

Methodist High School Arigbajo Ifo – Nigeria
Secondary School, 2009 – 2014

First School Leaving Certificate:

Primary School, 2000 – 2009
BukkyField Nur and Pry School, Ikosi Ketu – Nigeria

WORKING EXPERIENCE

FOLLY-YEM SYSTEMS LIMITED, LAGOS STATE |Personal Assistant to The Managing Director (MD) |
AUGUST 2025 – PRESENT

- Manage the managing director's daily schedule, appointments, meetings, and travel arrangements to ensure efficient time management.
- Prepare, proofread, and coordinate business correspondence, reports, proposals, contracts, and other confidential documents.
- Coordinate meetings with clients, partners, and internal departments, including preparing agendas and recording minutes.
- Serve as the primary point of contact between the managing director and internal/external stakeholders, ensuring effective communication.
- Maintain confidential records, files, and corporate documents with a high level of discretion and professionalism.
- Monitor and follow up on assigned tasks, ensuring timely execution of strategic and operational decisions.
- Coordinate office activities and support administrative functions to enhance operational efficiency.

- Assist in preparing presentations, business proposals, quotations, and reports for management and client engagements.
- Support project coordination, procurement processes, and business development initiatives as directed by the managing director.
- Liaise with vendors, clients, and government agencies on behalf of the managing director when required.

Maxfiles Registrars Limited, Lagos state | Document Manger Officer (DMO) | |2025|

- Maintained confidentiality and security of sensitive information in accordance with company policies.
- Managed the flow of both electronic and hard copy documents efficiently, thereby enhancing overall organisational effectiveness.
- Developed detailed reports using advanced Excel skills to support senior management's decision-making process.
- Stored documents using cloud-based systems to drive efficiencies.

Abeokuta North Local Government Education Authority (NYSC) | Computer Operator | | 2024|

- Assist in typing some documents
- Help in arranging files
- Help in sorting out files

Better Days Nur & Pry School, Ofada mowe, Ogun State | Class teacher | | 2021|

- Supported student teaching by monitoring on classroom management, lesson planning and activity organisation.
- Shifted between formal and informal methods of teaching to keep students engaged.
- Created lesson note and online testing materials to facilitate remote learning.
- Met with students, parents and administrators to address and resolves student' behavioural and academic issues.

Omnia Hotel and Suites, Aseese | Public Area | |2022|

- Clean and sanitize public areas
- Dust and polish furniture and fixtures
- Vacuum and mop floors
- Empty trash and recyclables
- Monitor public areas for safety hazards

ACHIEVEMENT AND AWARDS

- NYSC Abeokuta North Sports CDS group Batch C2 General secretary
- Certificate in Computer Operation
- Certificate in Data Analysis

VOLUNTEERING

CALL CENTER

Young Minister Retreat (YMR) | Ogun Nigeria| | November - December 2024|

- Call participants and providing information on Young Minister Retreat
- Conduct surveys with callers, collect data, and provide feedback to organizations
- Provide callers with information on Young Minister Retreat

- Assist with event registration, answer caller questions and provide logistical information

CALL CENTER

Youth Aflame Conference | Lagos Nigeria| | July 2023|

- Call participants and providing information on Youth Aflame Conference
- Conduct surveys with callers, collect data, and provide feedback to organizations
- Provide callers with information on Youth Aflame Conference
- Assist with event registration, answer caller questions and provide logistical information

SKILLS

- Ability to work independently and as part of a team
- Microsoft Office Proficient
- Detail oriented and highly organize
- Ability to identify issues and implement effective solutions
- Experience working collaboratively in team settings
- Data Analysis
- Client Relationships
- Outstanding Communication

REFERENCE

Available on request