

# Abdulsalaam Zainab

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## PROFILE

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Driven individual with strong administration, organisation and prioritisation skills. Approachable and personable proactive in providing comprehensive admin support. Seeking opportunities to upskill. Demonstrated ability to streamline processes and improve overall efficiency. Proven track record of supporting teams and enhancing operational workflows.

## PROFESSIONAL EXPERIENCE

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**Administrative Officer** 10/2024 – 08/2025  
*Augustine University* Lagos

- Managed daily office operations, maintaining efficient workflow and meeting administrative deadlines.
- Answered calls and emails efficiently, recording accurate messages and swiftly following up on enquires.
- Maintained organised and updated file systems for easy staff use.

**Tutor Cultural and Creative Art** 06/2022 – 12/2022  
*Odo-Obara Secondary School* Epe, Lagos

- Taught Cultural and Creative Art to 3 classes (JSS1-3) at the school for 6 months Teaching Practices (TP).
- Collaborated with staff to improve academic scores by 55%
- Back-end evaluation of test scores to identify and support students in need of additional tutoring

**Front Desk Officer** 10/2021 – 12/2021  
*Rich Concept Digital* Lagos

- Handled incoming and outgoing front office correspondences - mails and customer support
- Co-ordinated the management of the office reception to ensure the most welcoming ambience for increased foot traffic

**Tutor Cultural and Creative Art** 03/2021 – 06/2021  
*Nazareth Secondary School* Lagos

- Taught Cultural and Creative Art to 3 classes (JSS1-3) at the school for 3 months Teaching Practices (TP).
- Collaborated with staff to improve academic scores by 55%
- Back-end evaluation of test scores to identify and support students in need of additional tutoring

**Sales Representative** 06/2018 – 09/2018  
*Snail Box* Lagos

- Proactively networked with potential and existing customers to meet and surpass periodic sales quotas
- Handled customer engagement to solve ensuing problems promptly to increase repeat purchases
- Assisted in prompt handling and distribution of snails

## EDUCATION

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**BA.ED**

*University of Nigeria,*

2018 – 2023

## SKILLS

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- Excellent Communication Skills
- Microsoft Office proficiency
- Organizational Management
- Punctuality
- Customer Service
- Effective planning
- Multitasking Efficiency
- Detail-Oriented
- Emotional Intelligence
- Performance Management
- Fine Decision Making

## CERTIFICATES

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| • Google Digital Skills<br>Certificate, 2023 | • Jobberman Soft Skills<br>Certificate, 2021 |
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