

TAIWO MODINAT ADEKUNLE AGORO

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Lagos State

Professional Summary

Dedicated and detail-oriented warehouse and administrative professional with a Higher National Diploma in Estate Management. Experienced in inventory control, material tracking, property documentation, and clerical support. Known for accuracy, organization, and the ability to work independently. Seeking opportunities to contribute to operational and administrative excellence.

Core Skills

- Inventory & Warehouse Management
- Data Entry & Record Keeping
- Property Inspection Support
- Administrative Assistance
- Attention to Detail & Accuracy
- Communication & Team Collaboration
- Computer Literate

Work Experience

Warehouse Keeper

Carlcare Development Ltd, Ikeja, Lagos — June 2023 – Present

- Maintain and update inventory records accurately in the system
- Monitor incoming and outgoing materials
- Conduct physical stock checks to ensure consistency with digital records
- Organize bin locations and reconcile inventory variances
- Liaise with procurement and dispatch teams for timely material movement
- Prepare daily and weekly inventory reports for management review

Intern (Estate Management)

Kehinde Ali & Co, Ilorin, Kwara State — September 2015 – March 2016

- Assisted with on-site property inspections and reporting
- Supported preparation of legal documents and real estate files
- Handled basic client correspondence and filing systems
- Participated in property valuation and lease documentation processes
- Conducted data entry and updates to client and property databases

Secretary

AB Imuse & Co, Lagos State — August 2014 – December 2015

- Managed office documentation and filing
- Handled client inquiries and administrative scheduling
- Provided clerical and front-desk support to the legal team
- Scheduled appointments and managed meeting logistics
- Maintained confidentiality of sensitive client information

Teacher

Exceeding Grace Model School, Ogun State — 2021 – 2022

- Delivered structured lessons across various subjects
- Monitored student performance and managed classroom activities
- Prepared lesson notes and teaching materials
- Organized and supervised school projects and extracurricular activities
- Conducted parent-teacher meetings and academic progress discussions

Education

Kwara State Polytechnic

- HND – Estate Management — 2018 – 2020
- ND – Estate Management — 2015 – 2017