

AINA OLUWASEUN RUTH

Administrator

Lagos, Nigeria | 08138210493 | ruthaina6@gmail.com | LinkedIn.com/in/ainaoluwaseunruth25

PROFESSIONAL SUMMARY

Detail-oriented Administrator with experience in office administration, record management, and customer service. Proven ability to manage documentation, coordinate purchases, handle bookkeeping, and provide administrative support in fast-paced environments. Skilled in Microsoft Office, Canva, and team collaboration.

WORK EXPERIENCE

School Typist & Administrative Support

Al-Barkah Montessori Standard School, Egbeda, Ibadan | Nov 2025 – Aug 2026

- Typed, formatted, and printed official documents, exam papers, and reports using Microsoft Word and Excel
- Maintained and organized digital and physical school records for easy retrieval and compliance
- Provided general administrative support to the school management team

Accountant

Cashew Farm, Kogi State | Feb 2023 – Apr 2023

- Managed payroll and ensured timely payment of farm workers
- Performed daily balancing of accounts and maintained accurate financial records

Head of Colporteur Department

Deeper Life Campus Fellowship | Sep 2022 – Jul 2024

- Planned and coordinated gift packages for final year brethren
- Handled procurement of books, bibles, magazines, and tracts
- Maintained accurate records of all transactions and performed bookkeeping

EDUCATION

B.Sc. Office Administration

Prince Abubakar Audu University, Anyigba, Kogi State | 2024

NYSC: Al-Barkah Montessori Standard School, Egbeda, Ibadan, Oyo State

SKILLS

Microsoft Office Suite • Canva • Email Management • Customer Service • Bookkeeping • Record Management • Communication • Teamwork • Time Management

CERTIFICATIONS

- Certificate of Competence - Tailoring and Dressmaking (Fashion) | Federal Ministry of Labour and Employment | Dec 2019
- Fashion Design & Dress Making | Lagos State Government | Sept 2020
- Employability Skills Training | Jobberman | Jul 2026