

Address
Fadeyi
Lagos

Contact
08082854306
ikeoluwataiwo64@gmail.com

Date of Birth
07.01.2004

PROFILE

Highly organized, proactive oriented graduate with a B.Ed. in Psychology Education (Guidance and Counselling) and completed NYSC experience in an Academic Operations role. Skilled in communication, organization, record management, multitasking and supporting day-to-day operations. Adaptable, dependable and quick to learn, with an interest in administrative, operations and office-based roles where strong coordination and organizational skills can contribute to effective business operations.

SKILLS

- Administrative support
- Office and operations coordination
- Record and document management
- Communication and correspondence
- Microsoft Word and Microsoft Excel
- Organization and planning

SOFTWARE SKILLS

Word ●●●●●●

Microsoft Word ●●●●●●

Busola
Taiwo

EDUCATION

2025 - 2026
Nysc (Completed)
08.2020 - 04.2024
Lagos state university
B.Ed. Psychology education(Guidance and counseling),Second class honors

2015 - 2020
Homat group of schools
Senior secondary school certificate (SSCE)

2011 - 04.2015
Mercyland international schools

EXPERIENCE

2025 - 2026
Nysc
Academic Operations Officer (NYSC)

* Supported day-to-day operational and administrative activities within the organization.

* Assisted with the coordination and organization of routine activities and assignments.

* Maintained and organized relevant records, documents and information.

* Communicated effectively with staff and other stakeholders to support smooth operations.

* Assisted with managing multiple responsibilities while meeting required deadlines.

* Supported the effective flow of information and completion of assigned operational tasks.

* Demonstrated professionalism, adaptability and teamwork in a structured work environment.

AVAILABILITY

Available for full time employment

LANGUAGES

English	●	●	●	●	●	●
Yoruba	●	●	●	●	●	●
Pidgin	●	●	●	●	●	●