



TAIWO TEMIDAYO ANIMASHAUN

Administrative/Facility Officer

✉ animashauntaiwo64@gmail.com 📞 08133540898 📍 Mile 2,Lagos State

Detail-oriented administrative officer with extensive experience in administrative duties and managing company facilities. Proficient in coordinating repair and maintenance activities, ensuring smooth operations and facilities functionality. Demonstrated ability to effectively communicate with vendors, contractors, and staff to maintain the company property. Excellent organizational skills and the ability to prioritize tasks to meet deadlines.

Experience

Administrative Officer/Facility officer | Infratel Africa - Lekki, Lagos March 2023- present

- Assisted in the coordination of administrative activities, including scheduling appointments, managing correspondence, and maintaining records.
- Managed office supplies and inventory, ensuring sufficient stock levels and placing orders as needed.
- Assisted in organizing meetings and events, arranging logistics and preparing necessary materials.
- Coordinated repair and maintenance activities for company facilities, ensuring prompt response and resolution of issues.
- Developed and implemented preventive maintenance schedules for all company property, minimizing downtime and optimizing functionality.
- Managed relationships with vendors and contractors, obtaining quotes, negotiating contracts, and ensuring quality services at competitive prices.
- Oversaw repairs, renovations, and installations to improve and maintain company property.
- Assisted in budget management by monitoring expenditure and ensuring cost-effective solutions for repairs and maintenance.
- Conducted regular inspections to identify potential issues and address them proactively.
- Created and maintained comprehensive records of maintenance activities, repairs, and expenses.
- Collaborated with relevant departments to address facility-related needs and ensure smooth operations.

Assistant Corper Liasing Officer | Ewekoro Local Government Area - NYSC - Kwara State February 2022 –February 2023

- Assisted corpers with documentations.
- Provided administrative support and other duties as required.
- Saddled with responsibilities of disseminating information to corpers at Ewekoro LGA.

Office Secretary | Hoosteps Nigeria Limited - Kwara April 2020 – May 2021

- Ensured proper entering of Data and filing of Documents)
- Prepared documents and correspondence
- Maintained office supplies and other additional supplies when needed
- Answered phone calls, takes messages and transfer calls to appropriate personnel.

Education

B.A.- Linguistics and Nigerian Languages | University of Ilorin - Kwara State 2017–2021

Projects

Office Renovation | Civil and Wiring - For good work environment 2023

- Improve the working environment to be conducive to a new model
- Fixing all damage and open electrical appliances in accordance to HSE work environment policy
- Ensuring the work place is neat and welcome able for visitor

Fixing of Office Printer | Office printer - For the printer to work effectively, without disrupting the office work 2024

- Servicing the Printer with a qualify personel
- Equipping other department with a functional printer
- Putting in place printer service process

ISO | Admin process - ISO certification 2024

- Issue Reporting template
- Generator Log book
- Cleaning and fumigation schedule
- General maintenance

Skills

ZOHO | Microsoft Office Tools | Planning | Staff Engagement | Human Relation