

KUSIMO MARIAM ABIOLA

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PROFESSIONAL SUMMARY

Detailed-oriented Educational Management graduate currently serving under the National Youth Service Corps (NYSC) with a strong foundation in educational administration, planning, and organizational management. Possesses effective communication, leadership, team work, resource management, and problem-solving skills, Highly organized, adaptable, passionate about improving educational systems and eager to contribute to efficient operations and business growth in a corporate environment.

EDUCATION

B.Ed, Educational Management

Lagos State University, Ojo Lagos

2021- 2024

Graduated with Second Class Lower Division

Relevant coursework: Educational management and business administration

WORK EXPERIENCE

Sales Associates (On-site)

Bukola Store, Sango Ota,

Ogun State

January 2017 – June 2020

- Assisted customers with product selection and inquiries, ensuring excellent customer service.
- Handled sales transactions, payments, and basic record-keeping.
- Managed inventory by tracking stock levels and restocking shelves as needed.
- Maintained a clean, organized and presentable sales environment.
- Supported daily store operation and worked collaboratively with team members

Educational Support Officer (Teaching and Administration)

Yemlad Comprehensive College, ifako ijaye,

Lagos

September 2025 - December 2025

- Coordinated learning activities and maintained operational records.
- Supported administrative processes and daily operations.
- Demonstrated leadership, organization, and conflict-management skills.

SKILLS

- Communication & Interpersonal skills
- Customer Service and relationship management
- Administrative/ organization skills
- Time Management
- Office Operation Support
- Record Keeping & documentation
- Data entry
- Inventory management
- Microsoft Office (Word, Excel – Basics)

PROFESSIONAL CERTIFICATION

- Head, Learning & Development —Jobberman Nigeria

LANGUAGES

- English Language - Fluent
- Yoruba - Native