

IREBAMI GANIYU

B.Sc.Ed. Secretarial Administration & Education | Education • Administration • Customer Service
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PROFESSIONAL SUMMARY

Motivated and organized B.Sc.Ed. graduate in Secretarial Administration and Education with practical experience in teaching, office administration, sales, and customer service. Experienced in classroom support, administrative duties, customer relations, document handling, and basic computer operations. Responsible, adaptable, and eager to contribute to a professional organization while developing further practical and technical skills.

EDUCATION

Tai Solarin University of Education (TASUED), Ogun State — B.Sc.Ed. Secretarial Administration and Education
2020 – 2024 | Second Class Upper Division | Graduated November 2024
Jordan Model College — WASSCE & NECO O'Level
2013 – 2019

WORK EXPERIENCE

NYSC — Teacher — Nasirudeen College, Ogbomoso, Oyo State

Expected commencement: October 2026

- Posted to Nasirudeen College, Ogbomoso, Oyo State for NYSC service.
- Teaching and supporting students as part of the NYSC education placement.

Office Assistant — Odi-Olowo/Ojuwoye Local Government, Mushin, Lagos

2024 – 2025

- Assisted with day-to-day administrative and office activities.
- Organized and maintained documents, records, and office information.
- Supported staff with routine administrative duties and correspondence.
- Helped maintain an orderly and professional office environment.

Teaching Practice / Student Teacher — Adiyen Community Grammar School

January 2024 – August 2024

- Prepared and delivered lessons in line with the required curriculum.
- Supported classroom management and student learning activities.
- Prepared teaching materials and assisted with student assessment.
- Worked with teaching staff and participated in school activities.

Sales Representative — Youmart Supermarket, Oke-Aro

2019 – 2020

- Attended to customers, responded to enquiries, and assisted with product selection.
- Supported product arrangement, stock monitoring, and general sales activities.
- Maintained positive customer relationships and provided helpful service.
- Worked efficiently in a busy retail environment.

COMPUTER & DIGITAL SKILLS

- Microsoft Word — comfortable with typing, editing, document formatting, and basic document preparation.
- Basic computer operations — keyboard and mouse use, file/document handling, and general computer navigation.
- Microsoft Excel — basic knowledge; currently developing proficiency.

CORE SKILLS

Administrative & Secretarial Support • Teaching & Classroom Management • Customer Service • Communication • Record Keeping • Time Management • Organization & Multitasking • Teamwork • Problem Solving • Attention to Detail • Adaptability

PERSONAL ATTRIBUTES

Responsible • Organized • Dependable • Fast Learner • Good Interpersonal Skills • Professional • Adaptable • Team-oriented

Referees available upon request.