

MARY MOYINOLUWA AJAYI

ADMINISTRATIVE PERSONNEL

Contact Information:

08138051408
maryajayi2003@gmail.com
Ota, Ogun State.
Gender: Female
D.OB: 25TH March 2004
Marital Status: Single
Religion: Christianity

Education

Federal University Lokoja, Kogi State.
B.sc- Economics (2019-2024)
Grade: Second Class Upper
Stand-out Schools (2013-2018)-
SSCE
Iyanuoluwa Nursery and Primary
School (2007-2013)

Certification

Associate Member of Nigeria-
Economics Society

Institute of Chartered Accountant
Nigeria – In view

National Youth Service Corps- 2025-
2026

Core Competencies

- Inventory Control & Asset Tracking
- Archival Management & Data Retention
- Facility Maintenance Supervision
- Multi-Subject Instructional Delivery (Economics, Government, Commerce, Accounting)
- Curriculum Planning (WAEC/NECO Standards) Inter-Departmental Communication & Liaison
- Payroll & Remuneration Coordination (NYSC/Corper Management)

Professional Profile

Highly organized and detail-oriented Administrative Professional with over 2 years of experience with a proven track record of managing complex statutory documentation, optimizing departmental workflows, and ensuring strict adherence to tax laws and government regulations. Experienced at bridging the gap between high-level revenue administration and frontline taxpayer services, with a focus on data integrity, confidential record management, and efficient revenue reporting.

Professional Experience

Excellence International School Jan 2026-Till date

Classroom Teacher

- Delivered comprehensive instruction in Marketing and Economics for Year 10 and Year 12 students, aligning with national curriculum standards and examination board requirements.
- Developed and implemented lesson plans covering core concepts including consumer behavior, market research, supply chain management, and financial accounting.
- Prepared year 12 students for high-stakes external examinations through rigorous mock assessments, data-driven feedback, and targeted revision workshops.
- Facilitated case study analyses of global and local enterprises to bridge the gap between theoretical frameworks and real-world business applications.
- Integrated digital marketing tools and contemporary business trends into the Year 10 curriculum to enhance student engagement and subject relevance.
- Mentored students in the development of business plans and marketing strategies for simulated product launches.
- Monitored and recorded student progress using formative and summative assessments to provide detailed academic reporting.

Taraba State Internal Revenue Service Feb 2025- Jan 2026

Admin and Storekeeper

- Handled the communication between the corpsers and the chairman.
- Handled the remuneration of corpsers from the Revenue service.
- Supervised the maintenance of office facilities, ensuring a conducive environment for taxpaying services and administrative operations.
- Coordinated the logistics for moving departmental assets and archival documents in line with data protection and retention policies.

Abundant Secondary School | January 2024 – December 2024

Class Teacher (Economics, Government, Commerce & Accounting)

- Orchestrated the academic instruction of over 120 students across SS1–SS3 levels, delivering comprehensive lessons in four core social science and commercial subjects.
- Developed and executed 45+ weekly lesson plans meticulously aligned with WAEC and NECO curriculum standards to ensure nationwide examination readiness.
- Achieved a 30% improvement in overall examination performance, resulting in a 90% success rate for students in internal assessments through targeted teaching methodologies.

- Industrial Hygiene & Safety Standards (HSE)

References

Olumide Oludipe
olumide.oludipe@paysure.ng
+234 906 558 9643

Ajayi Kayode David
+234 8027358480
ajayikayodedavid@gmail.com

Prof. Rotimi Matthew
mathew.rotimi@fulokoja.edu.ng
+234 816 913 8017

- Pioneered inter-class debate and quiz competitions, which successfully boosted active classroom participation and student engagement.

Best Choice School | February 2019 – December 2019

Subject Teacher (Economics, Government, Commerce & Accounting)

- Provided specialized instruction in Economics, Government, Commerce, and Accounting for a cohort of 35+ students, ensuring foundational mastery of core subjects.
- Conceptualized and implemented a reward-based learning framework, resulting in a 40% measurable improvement in student discipline, attentiveness, and classroom decorum.
- Engineered visual and hands-on instructional aids to simplify complex concepts, facilitating a 20% increase in literacy and numeracy proficiency scores.
- Established a robust 100% parent-communication rate through weekly briefings, fostering a collaborative home-school environment to support student academic growth.
- Collaborated with the faculty to drive a 10% increase in overall school-wide academic performance metrics as validated by end-of-term reporting.

Mr. Chef Organization December 2019 – August 2020

Tray Worker

- Washed and sanitized over 500 trays daily, maintaining high hygiene standards in a large-scale food production unit.
- Assisted in cold room inventory organization for daily storage of 1,000+ frozen goods.
- Supported production flow by reducing tray turnover by 20% through faster processing.
- Helped reduce spoilage rate in cold rooms by 15% through better item arrangement.
- Collaborated with 10+ team members to meet strict food safety and operational goals.