

TOYIN SALAMI

EXECUTIVE ASSISTANT | ADMINISTRATIVE MANAGER | OPERATIONS

Sangotedo Housing Estate, Ajah, Lagos State, Nigeria | +234 (0)8067542936 | emeraldtoyin@gmail.com *Executive Support | Office Administration | Operations Coordination | Stakeholder Management*

PROFESSIONAL PROFILE

Results-driven Operations and Administrative Professional with 8+ years of experience supporting organisational operations across corporate, legal and educational environments. Skilled in executive calendar and travel coordination, correspondence, records management, meeting support, stakeholder engagement, team coordination and workflow improvement. Holds a B.Sc. in Business Administration & Management, HND in Marketing and PGDE, with professional certifications in strategic management, management and virtual assistance. Strong user of Google Workspace, Microsoft Office, CRM and digital productivity tools, with a high level of confidentiality and attention to detail.

CORE COMPETENCIES

- Executive & Administrative Support • Calendar & Travel Management • Meeting Coordination & Minutes
- Office Operations • Process Improvement • Resource Coordination • Records & Document Management
- Stakeholder & Client Relations • Correspondence • Front-Office Management • Issue Resolution
- Team Coordination • Quality Assurance • Confidential Information Handling • Reporting
- Google Workspace • Microsoft Office Suite • CRM Software • Data Entry & Analysis • Web/Front-End Tools

PROFESSIONAL EXPERIENCE

Executive Assistant | Stuntal Limited, Lagos, Nigeria | Feb 2023 – July 2026

- Provided high-level administrative and executive support to senior management, ensuring efficient daily operations.
- Managed executive calendars, scheduled appointments, coordinated meetings, and sent reminders.
- Handled emails, telephone calls, correspondence, and confidential documents professionally.
- Organized business travel arrangements, including flight bookings, accommodation, itineraries, and travel documentation.
- Prepared meeting agendas, recorded minutes, and followed up on action items and deadlines.
- Conducted research, prepared reports, presentations, and briefing notes to support executive decision-making.
- Coordinated communication between management, staff, clients, and external stakeholders.
- Managed office records, filing systems, and document organization while maintaining confidentiality.
- Monitored tasks, projects, and deadlines to ensure timely completion of executive assignments.
- Anticipated the executive's needs, resolved administrative issues, and prioritized competing demands efficiently.

Front Desk Manager | Rosewood Legal, Lagos, Nigeria | Jun 2017 – Jun 2019

- Managed front-office guest relations and intake for high-profile corporate and legal clients.
- Scheduled client appointments, managed multi-line call systems and routed official mail and legal documentation.
- Supported client interviews, legal proceedings and board meetings by transcribing accurate minutes and actionable summaries.
- Maintained confidential physical and digital archiving systems for complete records and quick retrieval.

Head of Lower Primary Department | The Sage Hills School, Nigeria | Jan 2015 – Apr 2017

- Led and supervised a multidisciplinary team, monitoring staff performance and supporting quality standards.
- Managed delivery timelines and reviewed instructional documentation, presentations and reports against deadlines.
- Monitored performance metrics, identified workflow bottlenecks and implemented improvement strategies.
- Handled parent and stakeholder escalations while maintaining collaborative relationships.

Communications & Educational Specialist | Greater Scholars International School, Lagos, Nigeria | Oct 2019 – Dec 2022

- Facilitated presentations and developed communication strategies to improve engagement and retention.
- Designed assessment frameworks and evaluated progress metrics against organizational benchmarks.
- Managed parent-institution communications and resolved concerns promptly.

EDUCATION

- B.Sc. in Business Administration and Management — Mewar University, Gangrar, Chittorgarh, India
- HND in Marketing — Lagos State Polytechnic, Lagos, Nigeria
- National Diploma (ND) in Business Administration — Federal Polytechnic, Bida, Niger State, Nigeria
- Postgraduate Diploma in Education (PGDE) — National Teachers Institute, Nigeria

PROFESSIONAL CERTIFICATIONS

- Associate Certificate — Institute of Strategic Management Nigeria (ISMN)
- Proficiency Certificate in Management — Nigeria Institute of Management (NIM)
- Virtual Assistant Certification — ALX Africa / Leadership Accelerator

- Front-End Development Certifications — ALX Africa | The Morpheus Academy | FreeCodeCamp
- Executive Certificate in Financial Services — La Plage Meta Verse (LPMV)
- Health, Safety, and Environment (HSE Level 3)
- 120-Hour TEFL Certification — TEFL Professional Institute

LANGUAGES

English (Fluent) • Yoruba (Fluent) • Hausa (Fluent)