

# OLAWUMI MARY AJELE

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Oke-Arobi Street, Adamo Town, Ikorodu, Lagos State, Nigeria.

## PERSONAL PROFILE

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Enthusiastic personnel with experience ranging from logistics, fixed asset management to free trade shipping sector. I am seeking to deliver top-tier executive assistance and leverage exceptional administrative skills and academic knowledge to be a part of a system. I am dedicated, result driven, detail-oriented and a technology savvy young individual with the capacity to go beyond what is expected to achieve company goals. I am passionate about expanding my experience within a role that combines new builds as well as learning and development activities at all levels.

## EDUCATIONAL BACKGROUND

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**Best Tower International University,**  
*Bachelors of Science, Accountancy/Accounting.*

**Benin Republic.**  
*2021 to 2023*

**Lagos State Polytechnic, Ikorodu,**  
*Higher National Diploma in Business Administration & Management.*

**Lagos State.**  
*2019 to 2022*

**The Federal Polytechnic, Ado-Ekiti,**  
*Ordinary National Diploma in Business Administration & Management.*

**Ekiti State.**  
*2016 to 2018*

## PROFESSIONAL EXPERIENCE

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**Professional Assistant (To Head, Flour Mills Apapa Free Trade Zone Mgt. Company)**  
**Flour Mills of Nigeria Plc**

**2023 – Till date**  
**Apapa, Lagos**

- ✦ Effectively diarize and manage the calendar of the Managing Director's and schedule appointments, meetings, and conferences.
- ✦ Coordinate travel arrangements and accommodations for the Managing Director, including flights, hotel bookings, and transportation.
- ✦ Prepare agenda, presentations, and other materials for meetings.
- ✦ Handle incoming and outgoing correspondence between FZMC and NEPZA zonal coordinator on behalf of the Managing Director, including emails, letters, and phone calls.
- ✦ Coordinate and manage logistics for external and regulatory agencies Logistics with respect to FZMC. Draft and proofread documents, reports, and presentations for the Managing Director as needed.
- ✦ Maintain confidential records and files, including sensitive information related to business operations, personnel, and strategic initiatives.

- ✦ Assist in the preparation of business reports, budgets, and expense reconciliations for the Managing Director's office.
- ✦ Conduct research and gather information on various topics as requested by the Managing Director.
- ✦ Provide administrative support to other members of the executive team, MD's direct reports and assist with special projects as may be required.
- ✦ Creation of procurement orders and store requisition management on Microsoft dynamics AXAccurately store and maintain databases in compliance with internal processes and archival systems.
- ✦ Process the collection and distribution of Free issues for external agencies as may be.
- ✦ Support in organizing BUs specific events e.g Annual Conference, Quarterly Town Hall Meetings etc.

**Secretary (To Director, Financial Processes and Controls)**

**2019 – 2023**

**Flour Mills of Nigeria Plc**

**Apapa, Lagos**

- ✦ Overall office administrative support for the Director and her reports.
- ✦ Professionally manage the Director's calendar.
- ✦ First point of contact for the Director's office; Receiving guests on behalf of the Director.
- ✦ Create and update records ensuring accuracy and validity of information.
- ✦ Team event planning and arrangement.
- ✦ Receiving and sending mails on behalf of the Director.
- ✦ Reorganized, inventoried and purchased office supplies.
- ✦ Expense management; Travel services/logistics (Local and International), Booking air ticket, hotel and meeting rooms for events.
- ✦ Meeting / appointment planning and management.
- ✦ Courier management, recording, tracking and distributing of incoming and outgoing couriers.
- ✦ Carry out light accounting duties; Undertakes other duties as required.

**Internship (Logistics Department)**

**Jan. 2019 – Sept. 2019**

**Flour Mills of Nigeria Plc**

**Apapa, Lagos**

- ✦ Organize office and assist associates in ways that optimize procedures.
- ✦ Sort and distribute communications in a timely manner.
- ✦ Respond to calls, emails, and routine letters; direct inquiries to the appropriate person.
- ✦ Maintain effective records and administration.
- ✦ Resolve office-related malfunctions and respond to requests or issues.
- ✦ Coordinate with other departments to ensure compliance with established policies.
- ✦ Maintain trusting relationships with suppliers, customers and colleagues.
- ✦ Ensuring meetings are effectively organized and minute.
- ✦ Perform receptionist duties when needed.
- ✦ Design and maintain filing storage systems in the office.
- ✦ Ensure accurate documentation and posting of procurement transactions.
- ✦ Undertakes other duties as required.

## **ADDITIONAL PROFESSIONAL QUALIFICATIONS**

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**The Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN)**

Student (ICSAN Certificate)

In - view

## **ADDITIONAL SKILLS**

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- ✦ Highly focused, motivated, result oriented and success driven
  - ✦ Excellent communication at all levels
  - ✦ Strong interpersonal skills
  - ✦ Proficient with computer, especially in MS Office (Excel, Words and PowerPoint)
  - ✦ Possess a high level of integrity, trustworthiness and self-regulation
  - ✦ Ability to respect confidentiality
  - ✦ Familiarity with office organization techniques
  - ✦ Capable of multitasking; strong time management
  - ✦ Knowledgeable in using different types of electronic equipment
  - ✦ Telephone etiquette
  - ✦ Fast and accurate typing skills
  - ✦ Possess good leadership and people skills
  - ✦ Strong problem-resolution skills.
  - ✦ Ability to work independently and within teams
  - ✦ Analytical thinking
  - ✦ Native fluency in English
  - ✦ Eye for details

## **REFEREES**

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