

MUSTAPHA ZAKIAT ABOLORE

Office Administrator | Client Relations | Inventory Management

 21 Awomodu Street, Bariga, Lagos State

 09168975757 | 08186941461

 zakiatkemisola26@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and results-driven administrative professional with hands-on experience in office operations, client relations, and inventory management. Skilled in streamlining workflows, handling sensitive communications, and coordinating daily operations efficiently. Known for professionalism, discretion, and a commitment to continuous improvement. Eager to contribute to dynamic teams and support organizational success.

CORE SKILLS

- Office Administration & Clerical Support
- Records & Inventory Management
- Scheduling & Calendar Coordination
- Customer Service & Client Engagement
- Report Writing & Data Entry
- Interpersonal & Communication Skills
- Problem Solving & Critical Thinking
- Meeting Coordination & Minute Taking
- Email & Correspondence Handling
- Workplace Compliance & Safety
- Time Management & Prioritization
- Team Collaboration & Flexibility

TOOLS & PLATFORMS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Microsoft Teams | Zoom | Google Meet
- Document Management Tools (e.g., SharePoint, Google Drive)
- Office Equipment: Printers, Scanners, Copiers
- Filing Systems (Digital & Physical)

PROFESSIONAL EXPERIENCE

Executive Assistant to Head of Department

Industrial Labour Department, Federal College of Fisheries and Marine Technology – Lagos

March 2024 – October 2024

- Provided administrative support to the HOD, managing official correspondence, scheduling, and confidential files.
- Coordinated events, seminars, and workshops, handling logistics and communications.
- Maintained departmental records and facilitated communication with government and industry stakeholders.
- Tracked projects, documented meeting resolutions, and ensured timely follow-ups.

Executive Assistant

FOA Solicitors – Lagos

January 2024 – March 2024

- Handled front-desk duties, calls, and document preparation.
- Maintained office supply inventory and coordinated with internal departments.
- Managed legal document filing and ensured a well-organized records system.
- Greeted clients professionally, enhancing the firm's client-facing image.

EDUCATION

Federal College of Fisheries and Marine Technology, Lagos- National Diploma (ND), Industrial and Labour Relations

Good Luck Secondary School, Bariga, Lagos- Senior Secondary Certificate Examination (WAEC)

Better Days Primary and Secondary School, Bariga, Lagos- First School Leaving Certificate (FSLC)

LEADERSHIP EXPERIENCE

- Interim President, Industrial Labour Department
- Departmental Social Director
- Public Relations Officer, Oduduwa Maritime Students Union

LANGUAGES

- English (Fluent)
- Yoruba (Fluent)

REFEREES

Available upon request