

LAYKAWN'S EXECUTIVE CANDIDATE — ADMINISTRATIVE & OPERATIONS OFFICER

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PROFESSIONAL SUMMARY

Results-driven Administrative and Operations Officer with over 11 years of progressive experience coordinating organizational operations, administration, compliance, reporting, and financial records within structured institutions. Proven ability to streamline processes, manage documentation, oversee schedules, coordinate regulatory requirements, and support leadership in achieving operational efficiency. Holds an M.Sc. in Production & Operations Management (Distinction) with strong competence in operations coordination, record management, compliance, and internal controls.

CORE COMPETENCIES

- Administrative & Operations Management
- Office & Facilities Coordination
- Records & Documentation Management
- Process Improvement & Compliance
- Scheduling & Resource Allocation
- Financial Records & Expense Tracking
- Reporting & Data Management
- Regulatory & External Stakeholder Coordination
- Problem Solving, Team Collaboration, Adaptability & Process Discipline

PROFESSIONAL EXPERIENCE

09/2024 – 08/2025
Lagos, Nigeria

Administrative & Operations Support Officer MY DREAM SCHOOLS

- Coordinated daily administrative activities to ensure smooth school operations, supporting academic and non-academic functions.
- Developed structured plans and schedules that improved task execution and time management across departments.
- Prepared and maintained accurate records, reports, and documentation in line with institutional standards.
- Supported examination and assessment processes through effective coordination and documentation control.

Key Result: Contributed to improved operational orderliness and measurable improvement in institutional performance outcomes.

09/2013 – 07/2024
Ogun State, Nigeria

Vice Principal (Administration & Operations) GREATER LIBERTY COLLEGE

- Led end-to-end administrative and operational activities, ensuring uninterrupted day-to-day school operations.
- Coordinated staff schedules, timetables, and duty allocations, improving workforce utilization and operational efficiency.
- Maintained accurate financial and administrative records, tracking payments, expenditures, and institutional documentation.
- Prepared and processed official financial instruments and statutory documentation for regulatory bodies.
- Managed student records, biometric data capture, and information systems using offline administrative applications.
- Coordinated all external compliance and approvals with WAEC, NECO, and Ogun State Internal Revenue Service (OGIRS).
- Compiled, reviewed, and submitted annual statutory and operational reports,

 PROFESSIONAL EXPERIENCE

including tax-related documentation.

Key Results:

- Successfully coordinated WAEC and NECO examinations for five consecutive years (2019–2023) without compliance breaches.
- Achieved full regulatory approvals through accurate documentation and timely submissions.
- Improved internal administrative controls, reducing documentation errors and operational delays.

09/2019 – 09/2022
Ogun State, Nigeria

Examination Operations Supervisor (Contract)
WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION (WASSCE)

- Coordinated secure collection, custody, and distribution of examination materials in line with regulatory procedures.
- Supervised examination processes to ensure adherence to operational and compliance standards.
- Prepared and submitted detailed operational reports and accountability documentation.

Key Result: Delivered 100% successful examination operations across all assigned periods with zero incidents.

04/2012 – 06/2013
Lagos, Nigeria

Administrative Support Officer (NYSC)
GOVERNMENT DAY SENIOR SECONDARY SCHOOL

- Prepared periodic operational and administrative reports to support management decision-making.
- Managed records, contact lists, and administrative data to improve information accessibility.
- Supported coordination of training programmes and institutional initiatives.

Key Result: Successfully supported training and administrative programmes through accurate documentation and coordination.

 EDUCATION

07/2024
Lagos, Nigeria

Production & Operations Management (Distinction) | M.Sc.
University of Lagos

05/2020
Lagos, Nigeria

Business Administration (Second Class Upper) | B.Sc.
University of Lagos

09/2011
Ede, Osun State, Nigeria

Banking & Finance (Distinction) | HND
Federal Polytechnic, Ede

05/2007
Iloro, Ogun State, Nigeria

Banking & Finance (Upper Credit) | ND
Federal Polytechnic, Ilaro

 PROFESSIONAL CERTIFICATIONS & MEMBERSHIPS

- Associate Member, Institute of Professional Managers and Administrators of Nigeria (IPMA) – 2012
- Proficiency Certificate, Nigerian Institute of Management (NIM) – 2013

 REFERENCES

Available upon request.