

OLABAMIJOKO FAITH MOSUNMOLA

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Professional Summary

Highly motivated and detail-oriented professional with a background in Political Science Education and a strong foundation in project management. Experienced in administrative support, event planning, inventory management, and retail operations. Proven ability to organize, coordinate, and manage tasks efficiently in fast-paced environments.

Education

Adekunle Ajasin University, Akungba-Akoko, Ondo State

B.Sc (Ed) Political Science Education

October 2023

Certifications

Project Management Professional (PMP)

2024

Project Management Institute

REF Code: 2457/24

Work Experience

Legislative Unit Secretary (NYSC)

2024-2025

House of Assembly, Cross River State, Nigeria

- Provided administrative support, including file management and correspondence.
- Assisted in organizing legislative documents and retrieving records for official use.
- Coordinated schedules and communications within the legislative unit.
- Maintained confidentiality and handled sensitive information with discretion.
- Prepared and distributed meeting minutes and other documents.

Storehouse Manager

Nigeria Christian Corpers' Fellowship, Calabar, Cross River, Nigeria

2024 – 2025

- **Inventory Management:** Maintaining accurate stock records, ensuring proper rotation, and preventing expiration of stored items.
- **Security and Oversight:** Established security procedures and accountability systems for storehouse assets
- **Quality Control:** Inspecting and selecting quality food items upon delivery, ensuring appropriate goods are maintained in the storehouse.
- **Distribution Management:** Overseeing proper allocation and distribution of food portions to authorized recipients.
- **Administration and Reporting:** Maintaining comprehensive records of daily operations, transactions, and inventory movements.

Volunteer Experience

Event Planning & Registration Officer

Tech Entrepreneur Conference | Calabar, Nigeria | 2025

- Assisted in planning and organizing a large-scale tech conference.
- Managed attendee registration and ensured a seamless check-in process.
- Coordinated logistics and provided support to event organizers.

Technical Skills

Management Skills: Inventory Control, Project Management, Event Planning.

Organizational Skills: Administrative Support, Record-Keeping, Time Management.

Interpersonal Skills: Team Collaboration, Communication, Customer Service