

MUDIAGA AWHINAWHI

10 OGUNBIYI STREET YABA, LAGOS, NIGERIA,
09092019664 | LOOKING4MUDI@GMAIL.COM

Graduate of English Literature prepared to contribute extraordinary and diversified skill sets as a Business Administrator through innovative insights, acquired intelligence and dedication to career and business success.

Dependable administrator skilled at managing diverse needs in challenging, fast-paced environments. Friendly and energetic professional with remarkable communication and prioritization skills and business skill. Seeking a business management or administrative role in a corporate business organization.

PERSONAL DATA

DATE: - 7th June 1992
SEX: - Male
MARITAL STATUS: - Single
STATE OF ORIGIN: - Delta State
LGA: - Ethiope East
NATIONALITY: - Nigerian

SKILLS

- File maintenance
- Documentation and control
- Deadline driven
- Schedule management
- Customer relations
- Content Creation
- Social Media Management
- Photography
- Business Development
- Relationship building
- Team leadership
- Literacy Workflow
- planning Technology
- Adaptability
- General management
- Web development
- Business Management

WORK HISTORY

Centre for Black and African Arts and Civilization (CBAAC)

Research Officer / Lagos, Nigeria/ August 2021- Current

- Supervision of Research projects.
- Use research results to write reports, papers and reviews and present findings in journals and conferences.
- Administrative duties (file maintenance and documentation)

Ads and Webb Marketing agency (Internship) August/September 2021

- Content Writer
- Social media marketing

- Search engine optimization

Khan Foundation

Administrative Officer (Volunteer) / Lagos, Nigeria / January 2021 – June 2021

- Management of daily activities in the schools and providing valuable ideas on how to move the organization forward.
- Manage digital databases and physical file systems.
- Liaise with visitors in executing their activities.

Social media management

EBOOAB Consulting Limited

Administration Officer // Abuja, Nigeria / July 2019 – June 2020

- Liaised with customers to align goals and effectively manage project completion.
- Generated reports, uploaded documents into digital storage and prepared client case affidavits.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Managed digital databases and physical file systems.

National Youth Service Corps (National Agency for The Prohibition of Trafficking in Person) Administrative Officer // Abuja, Nigeria // July 2018 – July 2019

- Provided administrative support to senior staff, allowing them freedom to handle high-importance tasks.
- Monitored and evaluated personnel performance to complete reviews, recommend advancement or address productivity concerns.
- Diligent minuting of administrative meetings, ensuring thorough notes were recorded and distributed as required.
- Communicated corporate objectives across all divisions through regular correspondence and scheduled follow-up.
- Facilitated and processed incoming calls and emails, distributing relevant information to necessary departments.
- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of office personnel and activities.
- Maintained all records in line with regulations for continued company compliance.
- Ordered all office supplies, including ink cartridges, toner and paper.
- Handled accurate, efficient diary management for smooth-running of office processes.
- Developed standard operating procedures for all administrative employees.
- Maintained computer and physical filing systems.
- Kept physical files and digitized records organized for easy updating and retrieval by any team member with access.

General Mudi Organization (Private Business)

Business operation Specialist/ Abuja/Lagos, Nigeria / July 2017-Till date

- General Business Management
- Liaising with clients and supervise product delivery.

- Social media management and business development.
- Content Creator.

EDUCATION

Catholic Uvwie Nursery and Primary School //Warri, Nigeria //July 2003

Mother of The Redeemer Catholic and Secondary School //Warri, Nigeria //November 2009

B.A English Literature

University of Abuja // Abuja, Nigeria // January 2018

Post Graduate Diploma in Management

Ahmadu Bello University, Zaria // May 2021- May 2022

(In view)

CERTIFICATIONS

- Digital Marketing Strategy and Planning
Piston and Fusion Business Academy (August 2021)

REFERENCES

Mrs. Regina Omo-Agege

Former Director of Political Parties and Liaison Office of the Independent Electoral Commission (INEC).

Mobile: 08033119002

Mrs. Benedicta Ojugbana

Deputy Director Administration

National Agency for the Prohibition of Trafficking in person.

Mobile: 08033155282

Mr. Toyin Isaac Elegbede

C.E.O EBOOAB consulting Agency.

Mobile: 08033148540

