FAVOUR ADEJUMO TOLASE

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LinkedIn

Profile Summary

Highly organized and proactive Executive Assistant and Administrative Support Professional with proven experience supporting senior executives and managing day-to-day administrative operations. Skilled in executive calendar management, meeting coordination, travel logistics, and professional communication. Adept at handling confidential information, streamlining administrative systems, and ensuring efficient information flow in fast-paced environments. Known for strong attention to detail, professionalism, and the ability to anticipate executive needs.

Core Skills

- **Communication & Interpersonal Skills**
  Professional communication, stakeholder engagement, relationship management, and executive correspondence.
- **Organization & Time Management**
  Calendar management, task prioritization, deadline management, and multitasking in fast-paced environments.
- **Problem Solving & Critical Thinking**
  Ability to anticipate executive needs, resolve administrative challenges, and support decision-making.
- **Confidentiality & Professional Discretion**
  Handling sensitive information with integrity, professionalism, and strong ethical judgment.
- **Attention to Detail**
  Accurate documentation, meeting minutes, reporting, and document management.
- **Adaptability & Initiative**
  Proactive support, ability to work independently, and flexibility in dynamic work environments.

Work Experience

Personal Assistant

Neptune 3 Studios – Remote

February 2026 – November 2026

- Provided virtual administrative and executive support to Miss Jemima Damina, Co-founder of Neptune 3 Studios.
- Managed calendars, scheduled meetings, coordinated appointments, and monitored follow-up actions.
- Handled professional correspondence, prepared documents, and organized digital files and records.
- Coordinated travel and meeting logistics, conducted online research, and supported day-to-day task management.
- Maintained confidentiality while serving as a communication link with internal and external stakeholders.

Personal Assistant

Lands and Lease Ltd – Abuja

August 2025 – January 2026

- Coordinated meetings, prepared agendas and materials, and tracked action points for follow-up.
- Served as liaison between the Managing Director, staff, and external clients.
- Organized digital and physical filing systems for efficient document retrieval.
- Managed executive correspondence and confidential documentation.
- Supported daily administrative operations to ensure smooth workflow.

Executive Assistant to the CEO

Goldam Pharmaceutical Company – Abuja

October 2024 – July 2025

- Managed the CEO’s calendar, scheduling meetings, appointments, and executive commitments.
- Drafted professional emails, reports, memos, and internal communications on behalf of the CEO.
- Took detailed meeting minutes and tracked action items to ensure timely follow-up.
- Coordinated executive meetings with internal teams, partners, and external stakeholders.
- Organized travel logistics including flight bookings, accommodation, and itineraries.
- Maintained confidential executive documents, reports, and company records.
- Provided administrative support for strategic projects and operational activities.

Administrative Support (NYSC)

Standards Organisation of Nigeria – Abuja

November 2023 – October 2024

- Supported administrative and regulatory operations through documentation, reporting, and correspondence.
- Assisted in drafting inspection reports and official communications.
- Coordinated record-keeping and internal reporting processes.
- Collaborated with teams during compliance audits and assessments.
- Assisted in organizing stakeholder engagements and quality assurance training sessions.

Industrial Training

National Biosafety Management Agency – Abuja

May 2022 – October 2022

- Assisted in preparing documentation and reports for regulatory processes.
- Supported data analysis and risk assessment related to biosafety compliance.
- Worked with multidisciplinary teams on regulatory monitoring and reporting.
- Participated in public awareness and biosafety education programs.

Volunteer Youth Worker

Nigeria Business Coalition Against AIDS (NiBUCAA) – Abuja

December 2023 – Present

- Provided administrative and logistics support for youth development programs.
- Assisted in organizing workshops, meetings, and stakeholder engagement sessions.
- Supported monitoring and evaluation activities for program initiatives.

Retail Assistant

Crown Wealth Services – Abuja

November 2014 – October 2015

- Provided customer service and handled client inquiries.
- Maintained organized retail operations and inventory displays.
- Assisted in resolving customer concerns and improving service experience.

Education

Bachelor of Science (BSc) – Microbiology

Mountain Top University, Ogun State

2019 · 2023

Certifications & Training

Dexter & Heroes Training

- Entrepreneurship & Business Management
- Project Management
- Health, Safety & Environment (Level 1 & 2)
- Human Resource Management

Women’s Techstar Fellowship

- Product Management Certification

Tools and Technology

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- Calendar & Email Management
- Document and File Management Systems
- Meeting Coordination & Minutes Taking
- Travel Coordination & Logistics
- Canva

Professional Affiliations: Member, International Organization of Management Professionals