RAHEEMAT MEETA ABDULGANIYU

EDUCATION & ADMINISTRATIVE PROFESSIONAL

Ilorin, Kwara State, Nigeria | 08130248379 | abdulganiyu.r37@gmail.com

PROFESSIONAL SUMMARY

A results-oriented Education and Administrative Professional with a Master of Education in Educational Management and a Bachelor of Arts in Education (English Language). Experienced in academic administration, classroom instruction, educational planning, documentation, assessment and organisational support. Demonstrates strong written and verbal communication, research, problem-solving and organisational abilities, complemented by practical experience in school administration, secretarial responsibilities, meeting coordination and staff welfare support. Proficient in Microsoft Office applications and Google Workspace, with the ability to manage information, prepare professional documents, coordinate activities and support organisational objectives. Adaptable, detail-oriented, proactive and eager to contribute to efficient administrative operations and institutional growth.

CORE SKILLS

Administrative and Office Management • Academic Administration and Operations • Records and Documentation Management • Research and Report Writing • Professional Correspondence • Meeting Coordination and Administrative Support • Educational Planning and Management • Curriculum Development and Implementation • Assessment and Performance Evaluation • Communication and Stakeholder Relations • Organisational and Time Management • Problem-Solving and Critical Thinking

TECHNICAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Google Workspace • Google Sheets • Digital Documentation and Information Management

PROFESSIONAL EXPERIENCE

ENGLISH LANGUAGE TEACHER

St. Anthony Junior Secondary School | *Ilorin, Kwara State* | *2022 – Present*

Key Responsibilities and Achievements

- Plan and deliver structured English Language lessons in accordance with approved curriculum standards and learning objectives.
- Develop lesson plans, instructional materials, schemes of work and assessment resources to support effective teaching and learning.
- Design, administer and evaluate examinations, assignments and classroom assessments while maintaining accurate academic records.
- Monitor students' academic progress, identify learning gaps and provide appropriate guidance and support.
- Handle school secretarial and administrative responsibilities, including document preparation, information management and clerical support.
- Assist with meeting coordination, communication and follow-up on administrative matters.
- Support staff welfare-related activities and facilitate effective communication within the school environment.
- Maintain organised records and ensure the timely flow of relevant academic and administrative information.

EDUCATION

Doctor of Philosophy (Ph.D.), Educational Management — University of Ilorin | 2026 – Present (in view)

Master of Education (M.Ed.), Educational Management — University of Ilorin | 2024 – 2026

Bachelor of Arts in Education (B.A.Ed.), English Language and Education — University of Ilorin | 2016 – 2021

LANGUAGES

English | Yoruba