

Asana Abiodun Paul

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PROFESSIONAL SUMMARY

To build an enviable career through commitment, dedication, and hard work. Aiming to contribute towards the realization of organizational objectives and goals while being open to undertaking further training, both internal and external.

WORK EXPERIENCE

Senior Security Officer (Supervisor)

Jun 2010 – Dec 2016

Yaba College of Technology

Ensured safety of lives and property within the college premises

Chief Clerical Officer

Jan 2017 – Aug 2026

Yaba College of Technology

Managed filing, photocopying, and telephone communications

Supported line managers and colleagues effectively

Collaborated as part of a team to deliver high-quality services

Ensured all work was completed to a high standard through thorough checking

Demonstrated ability to perform beyond assigned duties

Committed to excellence and endurance in all tasks

Administrative Officer

Sep 2026 – Present

Yaba College of Technology

* Managed daily office operations and administrative activities

Organized and maintained company files, records, and documents

* Prepared reports, letters, memos, and presentations

Scheduled meetings, appointments, and coordinated office activities

* Handled incoming calls, emails, and customer inquiries professionally

* Maintained office supplies and ensured smooth office workflow

* Assisted management with data entry, record keeping, and reporting

* Coordinated communication between departments and external clients

EDUCATION

Bachelor of Science, Business Administration

2012 – 2017

University of Lagos

GPA: 2.2

SKILLS

Microsoft Office

AWS Cloud Fundamentals

AWS Computing and Networking

AWS Identity and Security

AWS Advanced Cloud Services

Cloud Practitioner Labs

Data Entry

Customer Service

LANGUAGES

English — Fluent

Yoruba — Fluent

CERTIFICATES

Project Management Course

E-Learning College, UK · 2018

How To Start And Run An Online Business

Brestwood Open Learning College, United Kingdom · 2017

Grant Proposal Writing

Yaba College of Technology · Jan 2017

Certificate on Vegetable Farming

Flexible Skills Development Centre, Yaba College of Technology

REFERENCES

Mrs Adebayo Yetunde Toyin — Former Supervisor

[Chief Confidential Secretary, Polytechnic Librarian's Office, Yaba College of Technology](#)

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Dr (Mrs) S. F. Oketunji — Former Colleague

[Polytechnic Librarian, Yaba College of Technology](#)

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Dr Engr. I.A Abdul — Former Supervisor

[Rector, Yaba College of Technology](#)

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