

CURRICULUM VITAE

TAIWO MARY

Address: 26 Unity Estates, near Landmark College, Agric, Ikorodu, Lagos State.

Phone: 07038828586

Email: mmarytaiwo@gmail.com

PROFESSIONAL SUMMARY

A dedicated and detail-oriented professional with a strong educational foundation in Zoology and specialized skills in data entry. Proven capability to accurately manage complex data sets and produce high-quality work. Excellent communication and problem-solving abilities, coupled with a commitment to maintaining efficiency and data integrity. Eager to contribute academic knowledge and technical expertise to a professional organization.

KEY SKILLS

Data Entry & Management: Proficient in accurate data input, validation, processing, and management with a focus on attention to detail.

Administrative Support: Skilled in office administration and operational efficiency.

Academic Research: Experienced in biological research methodologies and analysis.

Languages: Native fluency in English, Yoruba, and Chibak Hausa.

PROFESSIONAL EXPERIENCE & NATIONAL SERVICE

NATIONAL YOUTH SERVICE CORPS (NYSC) Lagos state, 2026

Successfully completed the mandatory one-year National Service program, gaining hands-on experience in the Lagos state waste Management Authority (LAWMA). Managing records and keeping track of daily activities.

EDUCATION

ADAMAWA STATE UNIVERSITY, MUBI

Bachelor of Science (B.Sc.) in Zoology : 2016 –2024

LCCN 1 ACADEMY, YOLA SOUTH

West African Senior School Certificate (WASSCE)

2010 – 2016

RUMDE JABBI PRIMARY SCHOOL, YOLA SOUTH

First School Leaving Certificate (FSLC): 2005 – 2010

CERTIFICATIONS

DATA ENTRY SPECIALIST

Accountinghub 2026

BIO-DATA

Date of Birth: 14th February 1999

Nationality: Nigerian

State of Origin: Borno State

Local Govt Area: Askira Uba

Sex: Female

Marital Status: Married

HOBBIES

Reading and Singing

REFEREES

Please contact the following individuals for a professional reference:

Mr. Mohammed Idi

Assistant Inspector General of Police (AIG)

The Nigerian police force (NPF)

09122128305

Mr. Kehinde Amure

CEO of K heaven Media and properties

Entrepreneur

08148338605

