

ABIGAIL OGUNMILORO

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PROFESSIONAL SUMMARY

Chief of Staff and Finance/Operations Executive with over six years of experience in strategic planning, financial management, and administrative leadership. Proven ability to streamline operations, lead cross-functional teams, and align internal communications. Demonstrated success in stakeholder management, budget oversight, contract administration, and organisational growth within fast-paced creative and commercial environments.

PROFESSIONAL EXPERIENCE

Chief of Staff | Creative Industries Initiative for Africa (CIIFA) | Lagos

Sep 2024 – Present

- Led cross-functional initiatives ensuring alignment with organisational strategy across departments.
- Drove operational excellence by coordinating efforts across teams and serving as key liaison for internal and external stakeholders.
- Managed internal communications and maintained the organisation's public image and leadership correspondence.
- Oversaw departmental budgets, financial planning, and project execution across active programmes.

Head of Finance and Administration | CIIFA | Lagos

Sep 2023 – Present

- Developed and enforced administrative policies and procedures across the organisation.
- Managed comprehensive financial operations including budgeting, forecasting, and reporting for multiple active projects.
- Oversaw programme administration trackers for vendor service agreements (, employee headcounts, and consultant contracts.
- Monitored key performance indicators across active projects and produced executive-level reporting.
- Developed a suite of Excel-based financial tools covering fund tracking and budget execution, enabling precise financial reporting across multiple programmes.

External Business Partner / Administrative Manager | Johnson & Johnson | Lagos

Feb 2023 – Sep 2023

- Supported the Country Manager with financial and administrative tasks across Nigerian operations.
- Acted as primary liaison with external business partners and managed compliance-related documentation.
- Managed office operations including budgeting, record-keeping, and logistics.
- Drafted, reviewed, and tracked vendor and partner contracts, ensuring alignment with J&J's internal compliance standards and Nigerian regulatory requirements.

Operations Executive | NMR Intercontinental Limited | Ibadan / Lagos

Nov 2021 – Jan 2023

- Streamlined daily operations to enhance productivity and cross-departmental collaboration.
- Managed vendor relationships and negotiated cost-effective contracts across multiple sectors.
- Monitored KPIs to track progress and identify areas for operational improvement.

Executive Assistant | NMR Intercontinental Limited | Ibadan / Lagos

Jun 2020 – Nov 2021

- Supported senior executives through business analysis, agenda management, and capital budget oversight.
- Conducted cost-operation analysis for machinery across FMCG, Oil & Gas, and Construction sectors.
- Produced monthly performance reports for executive review.

Loan Administrator | Index Managers Inc. | Ibadan

Sep 2019 – Jun 2020

- Processed loans and ensured compliance with regulatory guidelines and KYC requirements.
- Prepared and interpreted credit agreements; conducted regular KYC audits.
- Managed a loan portfolio tracker monitoring repayment schedules and outstanding balances.
- Liaised with external bodies including banks, regulators, and credit bureaus to verify client information and ensure compliance.
- Followed up on collections and repayment schedules, escalating delinquencies as appropriate.
- Educated clients on available loan options and maintained compliance documentation.

EDUCATION

Bachelor of Science (B.Sc.) in Economics | Institut Supérieur de Formation Professionnelle | 2019

CORE SKILLS

- Strategic Planning & Execution
- Microsoft Excel (Advanced), QuickBooks, Zoho, and other financial & operational software
- Financial Management, Reporting & Reconciliation
- Contract & Administrative Management
- Administrative Leadership & Executive Support
- Process Optimisation & Project Management
- Vendor & Stakeholder Engagement
- Team Coordination & Communication
- Data Analysis & Performance Tracking