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## **PROFESSIONAL SUMMARY**

I am a results driven IT professional with a strong passion for building efficient, scalable, and user centric software solutions. I bring hands on experience across both back end and front end technologies, including Python frameworks such as Django, as well as HTML, CSS, JavaScript, React.js, and UI and UX design principles. I also have experience in social media management, including content planning, content creation, account management, and tracking engagement and performance across social platforms. I have a proven ability to implement and improve Document Management Systems that support workflow efficiency and data accessibility. Adept at working with cross functional teams, I thrive in dynamic environments and continuously seek opportunities to learn, improve my skills, and deliver meaningful results.

## **EDUCATION**

University of Ilorin– B.Sc. Information and communication Science      2018-2024

## **PROFESSIONAL EXPERIENCE**

### **Eta Zuma Mining and Industries *Limited***

#### **Secretariat Support Staff**

July 2025 till date

- Provided administrative support through document preparation, data entry, and record keeping.
- Coordinated meetings by scheduling sessions, preparing agendas, and recording meeting minutes
- Managed office communication, including handling emails, phone calls, and internal

correspondence.

- Ensure records are complete, secure, and audit ready
- Maintained organized filing systems for company documents and records

### **Document Manager**

Sept 2024– July 2025

- Manage the company digital document management system to ensure proper filing, indexing, and retrieval of records
- Maintain document classification, version control, and access permissions
- Support external teams with document requests and workflow coordination
- Ensure records are complete, secure, and audit ready
- Resolve basic system and access issues related to document platforms

### **Avalocx Academy x University of Social media**

#### **Social Media Management**

- Learned how to plan and manage content for social media accounts.
- Created posts, captions, and simple visuals for different platforms.
- Monitored engagement such as comments, likes, and messages.
- Used basic analytics to track post performance and growth.

### **Aptech Computer Education**

Python Programming and Web development Intern

Nov 2021 – Nov 2022

- Assisted in building basic web applications using Python, HTML, CSS, and JavaScript.
- Supported backend tasks such as writing simple Python scripts and working with databases.

- Helped test and debug web pages to fix errors and improve performance.
- Worked with instructors and team members on small development projects and coding exercises.

## **Tech Nexus, University of Ilorin**

Product Design Intern

Jan 2019

- Assisted in designing user interface layouts for digital products using design tools.
- Created wireframes and simple prototypes to show how features and pages should work.
- Worked with team members to improve product ideas based on user needs and feedback.
- Supported the design process by organizing design files and preparing presentation materials.

## **TECHNICAL SKILLS AND INTERESTS**

**Tools and systems:** Python, JavaScript, HTML, CSS, ReactJs, Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Document Management Systems, SAP

**Areas of Interest:** Web Development, Product Design, Social media management, Document management.

**Soft Skills:** Problem Solving, Self-learning, Presentation, Adaptability

## **PERSONAL PROJECTS**

### **Hotel Management system**

*The website is a comprehensive software solution designed to streamline and automate various operations within a hotel.*

- Generate detailed reports and analytics.

- Includes a robust billing module that automates the invoice process, tracks payments, and generates accurate financial reports
- Technology Used: Php, MySQL, Javascript

### **Transaction tracking app (Xpender)**

*A react based web application which allows users to calculate amount earned and spent within a period of time.*

- Technology Used: Reactjs, Bootstrap, HTML

<https://maymay09.github.io/xpender/>

### **Social media management portfolio**

<https://maymay09.github.io/portfolio>

### **References**

Available on Request