

OYEKPEN ESEOSE

Iyaba Street, Off Second East Circular Road, Benin City, Edo State.
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CAREER OBJECTIVE

Highly extroverted and innovative with track record of excellent in assisting with personal, executive, client services and project management. Seeking to work in a fast-paced learning environment where I can grow and input my acquired knowledge to the growth of the company.

PROFILE

- Date of Birth : 23/10/1997
- Marital Status : Single
- Gender : Female
- Local Government Area : Esan West
- State of Origin : Edo State
- Hobbies : Travelling, Researching, Writing, Reading, Dancing
- Languages : English

EDUCATION

- **UNIVERSITY OF BENIN, EDO STATE**
B.A (Ed) English and Literature 2015 – 2019
(Second Class, Lower)
- **BROADWAY SECONDARY SCHOOL, EDO STATE.**
West African Examination Council (WAEC) 2011 –2014

EXPERIENCE

- **SBA ACCOUNTING** AUG 2022 – MAY 2023
Personal Assistant
Key Duties
 - ✓ Prepare customer spreadsheet and keep online records while being discreet and confidential.
 - ✓ Handling bookkeeping tasks, make travel arrangement, appointment, scheduling, and data entry
 - ✓ Respond to messages via Email, Phone calls and other communicative channels.
- **POWER PREMIUM SOLUTION** NOV 2019 – JUL 2022
Customer Services Representative
Key Duties
 - ✓ Maintaining a positive, empathetic, and professional attitude towards customers always.
 - ✓ Handling Customer's complaints and providing appropriate solutions and alternatives within the agreed time limits with a follow up to ensure its resolved.
 - ✓ Ensuring that customers or clients are satisfied with products or services.
- **NATIONAL YOUTH SERVICE CORP (NYSC)** MAY 2021 – APRIL 2022
Agbor Technical College
Class Tutor

Key Duties

- ✓ Develop an effective educational program to meet all students requirement and maintain effective communication with all students.
- ✓ Design and implement all lesson plan according to the curriculum program
- ✓ To impact the basic knowledge of education to the student.

- **INEC**

SEPT 2020 - SEPT 2020

INEC (Egor Ward, Iyoba Girls College)

Adhoc Staff (Ratech Officer)

Key Duties;

- ✓ Registration Area Technical Support are In charge of installation and maintenance of electoral device

- **HIGHLAND COMPREHENSIVE COLLEGE and EMOTAN SENIOR GIRLS COLLEGE (TEACHING PRACTICE I and II)**

SEPT 2017 - OCT 2018

Class Tutor

Key Duties

- ✓ To be proficient in my profession as an educationist, and to impact knowledge on the students
- ✓ Ensure compliance to all school system and all board of education policies and participate in all assign classes per schedule, with maintaining all files and records.
- ✓ Analyse all students' requirements and recommend improvement in study habits and perform assessment on all students' tests in both formal and informal environment.

TECHNICAL SKILLS

- Proficient in Microsoft Office Packages.
- Excellent Written and Oral Communication Skills.
- Great Attention to Details with a Profound Time Management Skill.
- Team player.
- Trained Ability in Negotiation Skill.
- Research Analysis.
- Quick learner.
- Client Relationship Management Skill.

CERTIFICATION

- Certificate of **National Youth Service Corp** (NYSC, 2022)
- Teachers Registration Council of Nigeria (TRCN, 2022)
- Digital Nigeria Certification on **MS. Excel, PowerPoint, Word.** (2017)

LEADERSHIP AND SOCIAL RESPONSIBILITIES

- Enrolment Officer (EO) National Home Grown School Feeding Programme (NHGSFP, 2022)
- Active Member, Nigeria Federation of Catholic Student. (NFCS, 2016 -2019)

REFEREES

Available on request