

BELAWU SEKINAT MODUPEOLUWA

Lagos State, Nigeria

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PROFESSIONAL SUMMARY

Results-driven graduate with experience in administration, customer service, team coordination, and educational support. Skilled in communication, problem-solving, administrative operations, and stakeholder engagement. Adept at working in team-oriented environments, managing responsibilities efficiently, and maintaining high professional standards. Seeking an entry-level opportunity to contribute strong organizational and communication skills while supporting organizational growth.

CORE COMPETENCIES

- Communication & Public Relations
- Team Coordination
- Customer Service Excellence
- Problem Solving
- Administrative Support

TECHNICAL SKILLS

- Microsoft Word
- Data Entry & Record Management
- Microsoft Excel
- Email & Document Management
- Microsoft PowerPoint

PROFESSIONAL EXPERIENCE

Viju Company, Igbesa, Ogun State

Managing Assistant

- Supported daily operational activities and staff coordination to maintain smooth workflow.
- Assisted in monitoring productivity and identifying areas for process improvement.
- Delegated tasks and followed up on assigned responsibilities to ensure timely completion.
- Promoted adherence to company procedures and operational standards.
- Worked collaboratively with team members to achieve departmental objectives.
- Supported conflict resolution efforts and maintained positive working relationships.

NATIONAL YOUTH SERVICE CORPS (NYSC)

English Studies Teacher | 2025–2026

Ijaiye Ojokoro Junior High School

- Delivered English Studies lessons in line with curriculum standards.
 - Developed lesson plans and instructional materials to support learning outcomes.
 - Assessed student performance and provided constructive feedback.
 - Maintained an organized and conducive classroom environment.
 - Strengthened students' reading, writing, speaking, and comprehension abilities.
 - Developed strong communication, leadership, presentation, and interpersonal skills through teaching activities.
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EDUCATION

Higher National Diploma (HND), Mass Communication | 2024

Ogun State Institute of Technology, Igbesa, Ogun State.

National Diploma (ND), Mass Communication | 2021

Ogun State Institute of Technology, Igbesa, Ogun State.

PERSONAL STRENGTHS

- Professional Communication
- Integrity
- Adaptability
- Teamwork
- Solution-Oriented Thinking

INTERESTS

- Professional Development
 - Community Engagement
 - Communication & Media
 - Continuous Learning
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REFERENCES

Available upon request.

