

OSAMEDE ODION ASEMOTA

Unity Estate, Off Victor Olaleye street, Iju-Ishaga, Lagos State, Nigeria | +234 811 345 9629 | maria.asekota@gmail.com

Professional summary

Dedicated and results-oriented professional with a Bachelor's degree in English and Literature and a Post Graduate Diploma in Human Resource Management. Experienced in customer service, sales, and education, with strong communication, relationship management, and problem-solving skills. Proven ability to engage clients, resolve customer concerns, maintain accurate records, and support organizational goals. Adept at building positive relationships, handling administrative responsibilities, and delivering excellent service in fast-paced environments. Passionate about contributing to organizational success through effective people management, customer satisfaction, and continuous professional development.

Skills

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|-----------------------------|-----------------------|
| • Relationship Management | • Task Tracking |
| • Stakeholder Communication | • Process Improvement |
| • Time Management | • Risk Identification |
| • Report Writing | • Record Keeping |
| • Team Collaboration | • Customer Relations |
| • Document Control | • Quality Assurance |

Work history

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| Subject Teacher–[Literature–In–English]– (NYSC) | 07/2025 to 05/2026 |
| <ul style="list-style-type: none">• Prepared lesson plans, instructional materials and classroom activities.• Managed student records, documentation, and internal communications, improving filing efficiency and retrieval time by 30%.• Assisted in organizing school programs and events, contributing to 100% on-time execution of scheduled activities.• Collaborated with teaching staff and administrators to maintain discipline, resulting in a noticeable reduction in classroom disruptions. | |
| Classroom Teacher | 09/2024 to 05/2025 |
| Diamond Children's College – Benin, Nigeria | |
| <ul style="list-style-type: none">• Analyzed audience data to support planning decisions, contributing to a 20% increase in engagement.• Developed and managed a structured content calendar, improving workflow efficiency by 30%.• Collaborated with cross-functional teams to deliver projects aligned with organizational goals.• Monitored performance metrics and provided insights to improve output quality.• Supported coordination between marketing and content teams for consistent execution.• Conducted research to inform planning, strategy, and decision-making processes. | |

Sales Representative

02/2024 to 06/2024

Zico Best Textile – Benin, Nigeria

- Maintained in-depth knowledge of fabric types, product specifications, and pricing to advise customers accurately.
- Responded promptly to customer inquiries and resolved complaints to ensure high customer satisfaction.
- Negotiated pricing and delivery terms with customers while maintaining company profitability.
- Monitored inventory levels and communicated stock availability to customers.
- Maintained accurate records of sales activities, customer interactions, and transactions using sales tracking tools.
- Stayed informed about market trends and competitor activities to identify new sales opportunities.

Education

Bachelor of Arts (Edu) – English and Literature. 04/2024

University Of Benin – Benin City

- Relevant Coursework: Oral Communication, African Literature, Literary Criticism, Linguistics.

CERTIFICATIONS

- **Post Graduate Diploma in Human Resource Management**
Institutional College of Safety and Management Professionals (ICSMP)— Online 04/2026 – 05/2026
- **Teachers Registration Council of Nigeria (TRCN)** – 07/2024
- **Product Management Course (In Progress).** – Online
Expected Completion – 08/2026