OMOSEBI TEMITOPE MATTHEW

✉ omosebit93@gmail.com | 📞 +2348102118267

Professional Objective

A dedicated and detailed-oriented professional with hands-on experience in public health advocacy, diagnostic equipment operation, and client sensitization. Combine a technical background in Computer Science with a proven ability to manage health records, coordinate with medical providers, and lead community outreach initiatives. I am seeking to contribute administrative precision and community engagement skills to a progressive healthcare or non-profit organization

Work Experience

- **LEADWAY ASSURANCE**
  Insurance Advisor | 2025-Present
  - Identify and develop new business opportunities through strategic prospecting and networking.
  - Assist individual and families in selecting suitable healthcare coverage.
  - Drive sales of life, health, motor, savings, investment, education, and business insurance products.
  - Build and manage long-term relationships with individual and cooperate clients.
  - Educate clients on health insurance plans and health care benefits.
  - Coordinate with hospitals and healthcare provider during service delivery.
  - Conducted awareness campaigns on preventive healthcare and financial protection.

- **KINGDOM SEEKERS INTERNATIONAL OUTREACH MINISTRY (NGO), HEALTH BASE Osogbo.**
  Administrative Officer & Technical tool Operator | 2024

  - Carries out Technical assistant & Administrative duties such as filling, copying, binding, scanning etc.
  - Support in delivering health care advocacy, research and development.
  - Operate diagnostic machine for HIV/AIDS, Hepatitis, Tuberculosis and Eye testing machine
  - Analyze result and refer the clients to the appropriate channel.
  - Organize and create awareness to the community over Hepatitis, Tuberculosis and Eye disease
  - Conduct sensitization programme to the local and rural dweller on the need for test and drug procurement of TB area
  - Assist in the involvement in any areas of work, like running DOT centers, TB referrer to the government hospital, prevention of malaria, TB and Hepatitis, providing mobile test strip Kitts, drug recommendation to the positive clients, and vaccinating after test.
  - Exhibit polite and professional internal and external communication.

- **EXCEL NURSERY & PRIMARY SCHOOL, Osogbo.**
  National Youth Service | Information technology Instructor | *2022 – 2023*

  - Planning student lessons based on IT knowledge and understanding of curriculum guidelines
  - Delivering lessons to students using smart board expertise and public speaking skills
  - Analyzing student progress based on results of assignments, quizzes, and tests
  - Building rapport with students using interpersonal communication skills
  - Using patience and conflict resolution skills to maintain classroom harmony
  - Other duties as may be required

THEOFADEK COMPUTER INSTITUTE, Ore.
Industrial Training (IT) Scheme, Computer Operator Assistant | 2017-2018

- Assist in operating computer and related equipment.
- Maintains computer and related equipment.
- Assist in training and teaching institute students.
- Other duties as may be required.

- **STERLING BANK PLC, Ore**
  Office Assistant | 2013 – 2015

  - Greeting customers and assisting with slips as needed.
  - Assist in account opening documentation, updating paperwork and maintaining documents
  - Helping organize and maintain office common areas.
  - Performing general office clerk duties and errands.
  - Assist in operating office equipment and maintaining them as needed.
  - Aiding with customers reception as needed.
  - Other duties as may be required.

- **Aunty Josephine Academy, Ore.**
  Class Teacher | 2012 – 2014

• Designed and delivered weekly learning schemes.

- **True Class FastFood, Ore**
  Dan security management | Oct 2010 – Jul 2012

  - Preventing customers, employees, and companies assets

Education

HND Computer Science - Rufus Giwa Polytechnic, Owo (2019 - 2021)
ND Computer Science - Rufus Giwa Polytechnic, Owo (2015 - 2018)
SSCE – Adewole High School, Ajegunle (2008-2014)

Certifications

• NYSC Discharge Certificate

Key Skills

• Microsoft Word, Microsoft Excel, PowerPoint, Outlook, Teams, Google tools.
• Stakeholder engagement.
• Community mobilization.
• Traceability & Compliance.
• Data Management & Reporting.
• Knowledge sharing, & Team Collaboration.

• Event/project coordination.
• Report Writing.
• Customer Service.

References

Available upon request