

# SHONIBARE ABIODUN AFUSAT

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09015588572 / Igando, Lagos state

## PROFESSIONAL SUMMARY

A dedicated and reliable professional with communication and organizational skills. Experienced in office management, record keeping, in using office software, and in working efficiently both independently and as part of a team. Committed to delivering high quality work and continuous self improvement.

### CORE SKILLS

- Communication skill
- Organizational skill:
  - Managing files
  - Time management
  - Scheduling meetings and appointment
- Computer skill:
  - Using Microsoft Office
  - Typing and data entry
- Inter personal skill:
  - Working well with different people
  - Teamwork and cooperation

## PROFESSIONAL EXPERIENCE

### NYSC | LAGOS NIGERIA

#### WISDOM SPRING MONTESSORI SCHOOL

##### Administrative officer

2026 – Present

- Student record management – Attendance records, registrations and other student information.
- Communication – sending notices and information to parents, students and staff.
- Policy implementation – Ensuring school rules and policies are properly followed.
- Audit – checking of students note for incomplete and unmarked notes.

### TP( TEACHING PRACTICE)

#### ST Andrew angelical school

Teacher

2024

- Teaching lessons according to the curriculum
- Preparing lesson plans and teaching materials
- Assessing and grading student work through tests, assignment and examination
- Maintaining classroom discipline and creating a positive learning environment and also keeping record of attendance ,performance and behavior
- Communicating to parents or guardians about students progress
- Promoting good morals and values while serving as a role model to students

## **SIWES( STUDENT INDUSTRIAL EXPERIENCE STUDY)**

### **ISHERI LOCAL COUNCIL**

#### **Worked with the HRM**

2023

- Recruitment and selection – hiring qualified employees for the organization.
- Training and development – organizing training program to improve employees skills
- Compensation and benefits – managing salaries , bonuses, allowances, and employees benefits
- Management of files – inward and outward files, typing and issuing of quarry letters.
- Maintaining employees records – keeping accurate and confidential personnel files.

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## **EDUCATION**

### **TAI SOLARIN UNIVERSITY OF EDUCATION**

**2020 – 2024**

BACHELOR OF SCIENCE IN EDUCATION (B.Sc.ED), SECRETARY ADMINISTRATION

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## **CERTIFICATION**

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|----------------------------------------------------------|------|
| POST GRADUATE DIPLOMA IN HRM (HUMAN RESOURCE MANAGEMENT) | 2026 |
| MEMBERSHIP CERTIFICATE OF HRM AND AICHRM                 | 2026 |
| CCBP (CERTIFIED COMPENSATION AND BENEFIT PROFESSIONAL)   | 2026 |
| CTDP (CERTIFIED TRAINING AND DEVELOPMENT PROFESSIONAL)   | 2026 |
| NYSC CERTIFICATE                                         | 2026 |