

SALAHUDEEN ALIU ADEWALE

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PROFESSIONAL SUMMARY

Analytical and dedicated **Political Science Graduate (B.Sc., Second Class Upper)**, NCE holder, and **NYSC Alumnus** with strong skills in data analytics, operational management, secondary education, and social research. Proficient in using **Microsoft Excel** for data cleaning, reporting, and organizational tracking, alongside **Microsoft Word** for professional documentation. Proven track record in optimizing operational schedules, coordinating educational curricula, and executing data-driven social research projects.

CORE COMPETENCIES

- Data Analytics & Software:** Data Analytics, Data Cleaning & Organization, Microsoft Excel (Spreadsheets & Formulas), Microsoft Word, Google Workspace
- Operations & Administration:** Workflow Optimization, Master Timetable Scheduling, Inventory Tracking, Administrative Support
- Education & Pedagogy:** Curriculum Planning, Lesson Design (Economics, Mathematics, Business Studies), Assessment & Grading, Classroom Leadership
- Research & Public Policy:** Identity Politics Analysis, Qualitative & Quantitative Fieldwork, Academic Writing, Report Compilation

WORK EXPERIENCE

- Operations & Administrative Assistant** / *Agribusiness & Feed Mill Operations — Nigeria* 2026 – Present
 - Manage daily administrative workflows and stock records using Microsoft Excel to track feed mill production and inventory levels.
 - Utilize data analytics to identify operational bottlenecks, improving resource allocation and supply chain tracking.
 - Prepare clear operational documentation, reports, and communication logs using Microsoft Word.
- Curriculum Coordinator & Secondary School Educator** / *Secondary Education — Nigeria* 2025 – 2026
 - Designed comprehensive lesson notes, schemes of work, and examination assessments in Economics, Mathematics, and Business Studies.
 - Developed conflict-free master timetables using structured scheduling methods to optimize teacher assignments and room allocations.
 - Analyzed student performance metrics in Excel to evaluate learning progress and adjust instructional strategies.
- Political Science Researcher** / *Academic Research Project — Oyo State, Nigeria* 2023 – 2024
 - Executed field research analyzing the impact of identity politics on voter behavior in the 2023 Oyo State gubernatorial election.
 - Collected, cleaned, and organized survey data using analytics tools to compile structured policy reports and academic findings.

EDUCATION

- Bachelor of Science (B.Sc.) in Political Science** Graduated

Classification: Second Class Honors (Upper Division)

Undergraduate Thesis: *The Impact of Identity Politics on Political Behavior in the 2023 Oyo State Gubernatorial Election*
- Nigeria Certificate in Education (NCE)** 2019

Federal College of Education (Special), Oyo — Oyo State, Nigeria

Specialized pedagogical training in instructional delivery, curriculum planning, and specialized educational methods.

NATIONAL SERVICE

Corps Member

Completed

National Youth Service Corps (NYSC) — Nigeria

Delivered administrative and instructional support at Place of Primary Assignment (PPA) while facilitating community development projects.

TECHNICAL SKILLS & CERTIFICATIONS

Software & Technical Tools: Microsoft Excel (Data Analytics, Formulas, Data Cleaning), Microsoft Word, Data Processing Tools

Certifications: Nigeria Certificate in Education (NCE), NYSC Discharge Certificate