**Daramola Kehinde Esther**

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**Profile Summary**

A result-oriented and hardworking professional with experience in human resources management role, proven ability to effectively plan and manage multiple assignments to meet deadlines. Seeking a challenging position in a dynamic work environment to apply acquired knowledge, skills and experience to further organization’s objectives of optimizing the organizational growth and bottom-line profitability.

**Area of Expertise**

Microsoft Word, Microsoft Excel (PivotTables, VLOOKUP), Data Analysis, PowerPoint, Customer Service,

Good Communication

Leadership, Adaptability, Time Management

**Professional Experience**

**Subject Teacher (NYSC)**

Thomas Brown Comprehensive, Alagbole, Ogun. March 2021

* Planed and prepared lessons in line with subject schemes of work, using appropriate teaching methods and resources.
* Instructed students in data analysis and effectively taught them the art of projection.
* Marked and monitored students’ class and homework providing constructive oral and written feedbacks and set targets for student progress.
* Prepared coursework and planned class sessions.
* Maintained positive relationships between students and parents in order to promote an environment conducive to learning.

**HR Assistant (Industrial Trainee)**

Dangote Sugar Refinery, Lagos, Nigeria. July – 2018

* Performed general office duties such as typing, operating office machines, and sorting mail.
* Tracked materials removed from files to ensure that borrowed files are returned.
* Assisted HR in updating and maintaining employee files to stay in compliance with organization’s standard.
* Assembled new hire information packets, updates files, assist with compliance/ confidentiality.
* Ensured accuracy with all new hire paperwork, confidentiality and day to day functions as an hr assistant.
* Generated important letters and memos to be sent out to all employees in a timely manner.

**Subject Teacher**

Alpha and Omega Secondary School, Ekiti, April 2021

* Facilitated daily classroom activities and provided instructions to students.
* Guided the learning process so as to achieve the curriculum goals.
* Assessed the accomplishment of students on a regular basis and provided progress reports as required.
* Prepared for classes assigned and showed written evidence of preparation upon request of immediate supervisor.
* Prepared the report card of the students and kept student’s record updated.

**Education**

Bachelor of Science – **Library and Information Science**

Ekiti State University, Ado-Ekiti. 2019

Second Class Honors **(Upper Division)**

**Certification**

Human Resources Management and Customer Service **Alpha Consulting Services** 2021