

**AIYENIGBA GODWIN MOSOPE**  
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## **OBJECTIVES**

Highly adaptable and detail-oriented graduate with experience in administrative support, documentation and data management. Skilled in organizational coordination, problem-solving, and effective communication. Committed to professional excellence, socio-economic development, and continuous learning in both private and public sector institutions.

## **PERSONAL DATA**

|                  |                   |
|------------------|-------------------|
| Date of birth:   | November 18, 2000 |
| Sex:             | Male              |
| Marital Status:  | Single            |
| State of origin: | Kogi State        |
| Nationality:     | Nigerian          |

## **EDUCATIONAL QUALIFICATIONS**

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| <b>Ahmadu Bello University Zaria</b>                                       | 2018-2023 |
| Bachelor of Education in Christian Religious Studies (Second Class Honors) |           |

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| <b>Government Secondary School Kofar Nassarawa</b> | 2022 |
| Senior School Certificate Examination (NECO)       |      |

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| <b>Diploma in Information Technology</b> | 2022 |
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| <b>Redeemers Secondary School Kaduna</b> | 2013- 2017 |
| Senior Secondary School Testimonial      |            |

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| <b>St Annes Nursery and Primary School</b> | 2003 -2009 |
| Primary School Leaving Certificate         |            |

## **PROFESSIONAL EXPERIENCE**

**Corps Member** – National Assembly, Committee on National Planning and Economic Development 2024

**Post:** Office Assistant

**Responsibilities:**

- Maintained and organized official records, reports, and confidential documents, ensuring efficient access and security.

- Managed correspondence and official communications, drafting professional emails, memos, and policy-related documents.
- Coordinated and facilitated high-level meetings, conferences, and training sessions, ensuring smooth logistics and timely documentation.
- Assisted in data collection and report preparation, analysing key insights to support decision-making in economic planning and development.

## **Student Teacher (Teaching Practice)**

2023

Ahmadu Bello University Zaria.

### **Responsibilities:**

- Planned and delivered engaging lessons in Religious Education, incorporating diverse teaching methods to accommodate various learning styles.
- Facilitated discussions on moral values, ethical principles, and the practical application of religious teachings.
- Created and administered quizzes, assignments, and tests to assess student learning, providing constructive feedback to guide improvement.
- Maintained classroom discipline and a positive learning environment while encouraging active participation and collaboration.
- Observed and collaborated with senior teachers to refine teaching techniques and implement best practices.

## **SKILLS**

### **Technical Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for document creation, data analysis, and presentations
- Skilled in graphic design software like Canva and Pixellab to create visually compelling content for digital and print purposes.
- Knowledgeable in HTML and CSS for building and styling websites, with a foundational understanding of web development principles.
- Experienced in lesson planning, assessment preparation, and classroom management tools for effective teaching.
- Basic research and data entry skills for organizing and presenting information.

**Soft Skills:**

- Strong communication and public speaking skills.
- Excellent organizational and time-management abilities for handling multiple projects and meeting deadlines.
- Self-motivated and disciplined, with a commitment to personal growth and continuous learning.

**REFEREES**

Available upon request.