AIYENIGBA GODWIN MOSOPE

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**OBJECTIVES**

Highly adaptable and detail-oriented graduate with experience in **administrativesupport*,* documentation and data management.** Skilled in **organizationalcoordination, problem-solving, and effective communication.** Committed to **professionalexcellence, 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

**Ahmadu Bello University Zaria** 2018-2023

Bachelor of Education in Christian Religious Studies (Second Class Honors)

**Government Secondary School Kofar Nassarawa** 2022

Senior School Certificate Examination (NECO)

**Diploma in Information Technology** 2022

**Redeemers Secondary School Kaduna** 2013- 2017

Senior Secondary School Testimonial

**St Annes Nursery and Primary School** 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.