
OSEMWENGIE ARIT BRIGHT

Lagos Nigeria | +2349133195015 | osemwengiearit@gmail.com

Summary

Performance-driven and knowledgeable Business Administrator with a proven track record of success and employer satisfaction in maximizing profits, minimizing unnecessary expenses, providing administrative support, training new personnel, and organizing company events. Effective leader with great communication skills, excellent time management skills, and important ability to remain calm in stressful situations.

Skills

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| • Budget Management and Financial Record-Keeping | • Leadership and Team Coordination |
| • Inventory Management and Supply Chain Optimization | • Effective Communication |
| • Policy Development and Implementation | • Problem Solving and Critical Thinking |
| • Data Security and Compliance Management | • Time Management and Prioritization |
| • Vendor Contract Negotiation | • Attention to Detail |
| • Report and Brief Preparation | • Adaptability and Flexibility |
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Experience

ALX Professional Foundation

03/2025 to 06/2025

African Leadership Group

- **Strategic Problem-Solving:** Applied structured thinking to break down complex challenges and identify effective solutions.
- **Professional Communication:** Developed clear, concise, and impactful written and verbal communication skills for diverse professional contexts.
- **Proactive Initiative:** Demonstrated ability to anticipate needs, take ownership of tasks, and drive results independently.
- **Digital Literacy & Adaptability:** Proficiently navigated various digital tools and platforms, quickly adapting to new technologies.
- **Critical Thinking & Analysis:** Enhanced ability to analyze information, evaluate options, and make informed decisions.
- **Effective Time Management & Prioritization:** Mastered techniques for organizing workflows, meeting deadlines, and managing multiple priorities efficiently.
- **Personal Branding & Professional Presence:** Cultivated a strong professional identity and understood its importance in career progression.
- **Collaboration & Teamwork:** Engaged effectively in collaborative environments and contributed constructively to shared goals.
- **Research & Information Synthesis:** Developed skills in gathering, evaluating, and synthesizing information for informed decision-making and report generation.
- **Continuous Learning Mindset:** Fostered a strong commitment to lifelong learning and professional development.

FullStack Software Developer Intern

01/2024 to 12/2024

GlobalStar Innovative Information Technologies GIIT AFRICA

- **Front-end Development:** Designing and building the parts of a website that users interact with directly. This includes working with HTML, CSS, JavaScript, and frameworks like React.
- **Back-end Development:** Developing server-side applications, managing databases, and working with frameworks like Node.js and Express.
- **API Development:** Building and integrating RESTful APIs that allow different parts of the application to communicate with each other.

- **Database Management:** Working with SQL and NoSQL databases like MongoDB and MySQL to store and retrieve data.
- **Testing and Debugging:** Identifying and fixing bugs to ensure smooth user experiences.

Administrative Manager

01/2021 to 01/2023

Lagos State Medicine Dealers Association-LSMDA

- Led departmental operations, implementing policies that reduced operating costs by 10%.
- Managed financial records and budgets, ensuring 100% compliance with organizational policies.
- Optimized vendor contracts, achieving a 20% reduction in supply costs.
- Maintained inventory levels, improving stock management and avoiding shortages by 100%.
- Ensured data security compliance, safeguarding sensitive information and reducing data breach incidents by 15%.

Executive Assistant

01/2018 to 01/2020

Vetihor Concept Limited

- Managed executive calendars and coordinated meetings, reducing scheduling conflicts by 30%.
- Streamlined internal communication, enhancing information flow efficiency by 20% and facilitating quicker decision-making.
- Organized travel and accommodation arrangements, cutting travel expenses by 15% through cost-effective vendor selection.
- Created and maintained office filing systems, improving document retrieval time by 40%.
- Developed reports and presentations, supporting executive decision-making and improving project tracking.

ICT Instructor

01/2016 to 01/2018

Glory Jewel Nursery & Primary School

- Developed and delivered interactive IT lessons, increasing student engagement by 30% and test scores by 15%.
- Utilized smart board technology to enhance learning, creating a more dynamic classroom experience.
- Fostered positive student relationships, significantly reducing classroom conflicts by 25% through effective communication.
- Monitored and assessed student progress, adjusting teaching methods to improve performance.
- Conducted updates and maintenance for school IT systems, reducing downtime by 40%.

Assistant Operations Manager

01/2013 to 01/2015

Artee Industrial Limited (Spar International)

- Spearheaded daily operations, optimizing processes to reduce costs by 15% and enhance service efficiency.
- Analyzed key performance indicators (KPIs) to identify areas for improvement, resulting in a 10% increase in operational productivity.
- Streamlined customer feedback systems, implementing strategies that improved customer satisfaction ratings by 20%.
- Managed staffing and scheduling, improving resource allocation to meet changing business demands effectively.
- Oversaw and coordinated cross-functional teams, achieving a 25% reduction in project completion time.

Education and Training

ALX Professional Foundation

03/2025 to 06/2025

African Leadership Group

B.S.C: Computer Science

Expected in 05/2025

National Open University of Nigeria

Certificate Awarded: B.S.C in Computer Science (in-view)

FullStack Software Development

08/2024

Globalstar Innovative Information Technologies

Professional Diploma: Digital Marketing

01/2024

SIIT - Scholars International Institute of Technology

Certificate Awarded: Professional Diploma in Digital Marketing

Executive Diploma: Health Care Administration La Plage Meta Verse LPMV Certificate Awarded: Executive Diploma in Health Care Administration	12/2023
Digital Marketing & Content Creation Side Hustle Bootcamp Certificate Awarded: Digital Marketing & Content Creation	05/2023
Digital Marketing & Content Creation Side Hustle Internship Certificate Awarded: Digital Marketing & Content Creation	03/2023
Certificate Member International Association of Engineers IAENG Certificate Awarded: Certificate Member	12/2022
Certificate Member Jobberman Nigeria Certificate Awarded: Soft-skill Training	12/2020
West African Examination Council Government Day Secondary School, Karu Abuja Certificate Awarded: West African Examination Council (WAEC)	01/2013 Karu, Abuja
Basic Education Certificate Junior Secondary School Kurudu Abuja Certificate Awarded: Basic Education Certificate(BEC)	01/2010 Kurudu, Abuja
FSLC Lea Primary School Akwa Ibom State	01/2007 Akwa Ibom State

Certifications

- International Association of Engineers IAENG, Certificate Member, 12/01/22, 327380
- La Plage Meta Verse LPMV, Executive Diploma in Health Care Administration, 12/01/23, LPMV|2023|6006006
- Side Hustle Internship, Digital Marketing & Content Creation, 03/01/23, SH-IT-0281710
- Side Hustle Bootcamp, Digital Marketing & Content Creation, 05/01/23, SH-IT-0281710
- SIIT - Scholars International Institute of Technology, Professional Diploma in Digital Marketing, 01/01/24, ST325698
- Globalstar Innovative Information Technologies, FullStack Software Development, 08/01/24
- Zidio Development, Website Development Internship, 11/01/24

Volunteer Experience

- The Nigeria Association of Computing Student (NACOS), Southwest Assistance Coordinator, 01/01/21, 01/01/22
- The Nigeria Association of Computing Student (NACOS), National Coordinator, 01/01/22, 01/01/24
- Diary of Hackers DoH, 2023
- INEC Presidential Election, 2023
- INEC Governor's Election, 2023
- West Africa Examination Council (WAEC), 01/01/21, 01/01/24

Ambassador Recognition

- The Nigeria Association of Computing Student, 2021
- Microsoft Student Ambassador, 2022
- Financial Service Innovator (FSI), 2022
- Codum, 2022
- Girls Talk Lagos Ambassadors, 2024