**Curriculum Vitae Oluwaseun**

**Oluwaseun.363080@2freemail.com**

**Objective** Seeking a position in an environment where my extensive skills and experience will be used in full while enhancing the company’s productivity and reputation.

**Personal Details**

**Name:**  Oluwaseun

**Gender:**  Male

**Date of Birth:** 6th February 1982

**Marital Status:** Married

**Education**

**January 2013** TESOL certificate

 120-hour intensive course with 10-hours of teaching practice, the course included a three-hour closed-book grammar and phonetics examination.

**Apr.’06 – Nov. ’07** - National Diploma in Accounting

**Feb.’05 - Oct. ’05** - Diploma in Information Systems Management

**Mar.’02 - Nov.’02** - Certificate of Proficiency in Systems Management

**May.’96 - Jun.’02** - High School Diploma (NECO)

**Experience**

**May ’16 - Present**

 **Part time English Teacher at AVTC (Advance vocational Training Institute, Yangon Myanmar) and SCBI(Stamford City Business Institute, Yangon Myanmar)**

**Job Description**

 **-** Organising and delivering classroom lectures to students.

 - Evaluating a students' class work and assignments.

 - Preparing classroom and coursework materials, homework assignments, and handouts.

 - Recording and maintain accurate student attendance records and grades.

 - Classroom management.

 - Developing English lesson plans in line with the National Curriculum.

 - Maintaining discipline in the classroom.

 - Creating a vibrant teaching atmosphere.

**March ’14 – April ‘16**

 **Lecturer at Crown Education (American College Program,**

**Yangon, Myanmar.)**

**Job Description**

* Lecture Business, communication skills and social science to GAC students
* Mentor students and prepare them for living abroad
* Organize extra-curricular activities
* Engage students in new academic exercises

**Jan ’14 – Mar ‘14**

**English Teacher Part-time (Keen Education Center, Ma Kyee Kyee street**

 **sanchaung township Yangon, Myanmar.)**

**Job Description:**

* Prepare and Teach English lessons for Young Learners
* Teach English for Office Competency
* Teach Business English for Adults
* Teach IELTS (4 skills)

**July‘13 – Dec ‘13**

**English Teacher (Windermere English Language Center 80, than lwin road Aung Min khaung Avenue, Kamayut Township, Yangon, Myanmar.)**

**Job Description:**

* Prepared lesson plans for business, tourism and hospitality purposes.
* Prepared students for ESOL examinations (PET, KET, BEC, CAE, and CPE).
* Prepared students for IELTS, IGCSE and SAT/TOEFL.
* Taught different age grades from Young learners to Adults
* Prepared mock exams for students.
* Taught English structure and sentence formation for conversation purposes.

**Feb. ’13 – July. ‘13**

**English Teacher (Earth Language Training Center, Phuket, Thailand.)**

**Job Description:**

* Taught daily English usage and sentence formation to students
* Prepared students for Basic English exams (FCE, KET, PET)
* Taught 4 skills (Reading, writing, speaking and listening)
* Prepare lesson plans for High school and Colleges using the set curriculum
* Engage students in extra curriculum activities such as debates, script writing and literature.

**January 2013** Taught English to a range of ability levels from starter to intermediate, using a variety of course materials such as New English File, Cutting Edge, Total English and Reward.

**Mar. ‘03 – Nov ’05**

**Sales and Marketing Executive (Nytall Investments and Tours Ltd, Lagos, Nigeria.)**

**Job Description:**

 - Listening to customer requirements and presenting appropriately to make a sale;

 - Maintaining and developing relationships with existing customers in person and

 Via telephone calls and emails;

 - Formulating strategic plan and action plans for e-commerce/marketing

 - Cold calling to arrange meetings with potential customers to prospect for new

 Business;

 - Responding to incoming email and phone enquiries;

 - Acting as a contact between the company and its existing and potential markets;

 - Negotiating the terms of an agreement and closing sales;

 - Gathering market and customer information;

 - Representing the company at trade exhibitions, events and demonstrations;

 - Negotiating on price, costs, delivery and specifications with buyers and managers;

 - Challenging any objections with a view to getting the customer to buy;

 - Advising on forthcoming product developments and discussing special promos

 - Creating detailed proposal documents, often as part of a formal bidding process

 Which is largely dictated by the prospective customer;

 - Liaising with suppliers to check the progress of existing orders;

 - Checking the quantities of goods on display and in stock;

 - Recording sales and order information and sending copies to the sales office, or

 entering figures into a computer system;

 - Reviewing sales performance, aiming to meet or exceed targets;

 - Gaining a clear understanding of customers' businesses and requirements;

 - Making accurate, rapid cost calculations and providing customers with quotations;

 - Feeding future buying trends back to employers;

 - Attending team meeting and sharing best practice with colleagues.

**Jan.’08 - Apr.’10**

 **Systems Manager (Lumesi Computers Ltd, Abuja, Nigeria.)**

**Job Description:**

 - Management of various computer-related activities of the company. - Construction of business plans, oversee Internet and computer operations. - Assign projects to staff members, and direct the flow of work.

 - In charge of programmers, systems analysts, and peripheral equipment

 - Report to the top management.

**May. ‘10 - Oct. ‘12**

 **Admin Manager (Skippers Fast Food LTD, Abuja, Nigeria.)**

**Job Description:**

 - Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.

 - Contracts and Tender execution

 - Allocation of resources to enable task performance

 - Coordinate office staff activities to ensure maximum efficiency

 - Budget review and approval

 - Evaluate and manage staff performance

 - Recruit and select office staff

 - Organize orientation and training of new staff members

 - Coach and discipline office staff

 - Design and implement filing systems

 - Ensure filing systems are maintained and current

 - Establish procedures for record keeping

 - Monitor record keeping

 - Ensure security and confidentiality of data.

**Other Skills**

**Languages spoken**: English (Fluent) French (Basic) Thai (Basic) Burmese (Basic).

**Computer skills**: Proficient in Microsoft Word, Excel, PowerPoint, FrontPage, Web page Administration, Internet, One Note.

**Other skills:**  Analytical and Research skill, Leadership and Management skills, Planning and organizing skill.

**Interests:** Reading, Music, Philosophy, Culture and Arts.