JOSHUA AYOMIDEJI SALAU

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Objective

A passionate, resourceful and goal-oriented graduate of English and Literary Studies from the Federal University Lokoja, with strong communication, research, analytical and organisational skills. Possesses experience in documentation, report writing, information management, client relations and coordinating activities through academic and professional engagements. Demonstrates the ability to work effectively with people, manage responsibilities, adapt to new environments and pay attention to detail. Eager to contribute to organisational growth and operational efficiency while developing professionally in a challenging and dynamic work environment.

Experience

- **AMICS PROPERTIES COMPANY** March 2022 - Till date
  HOUSE CONSULTANT & REAL ESTATE AGENT

  Accomplishments:
  Provide professional real estate consultancy to clients, guiding them through property sales, rentals, and investment opportunities.
  Negotiate and close property transactions, ensuring client satisfaction and legal compliance.
  Manage property listings, inspections, and documentation efficiently.
  Built and maintained client relationships, resulting in repeat and referral business.

- **JIMTER'S PURE WATER** February 2021 - March 2021
  SALE ATTENDANT
  Accomplishments:
  Increased customer satisfaction and repeat sales by providing excellent customer service and timely product delivery.
  Assisted in organizing and managing daily product distribution, improving efficiency and reducing delivery delays.
  Accurately handled cash transaction and maintained details sale records for accountability and reporting.
  Collaborated with production and packaging teams to ensure product quality and consistent supply to meet customer demand.

- **HIGH-CLASS SCHOOL OF SCIENCE** April 2026 - Till date
  TEACHER
  Accomplishments:
  Improved students' understanding and practical use of English Language and Literature.
  Supported students in improving their writing, speaking, reading, and comprehension skills. Maintained students' academic records and classroom documentation. Successfully coordinated classroom activities and maintained a conducive learning environment. Assisted students in preparing effectively for tests and examinations.
  Assisted in gathering and organising school news.
  Participated in preparing news reports and announcements.
  Coordinated information from different school activities.
  Supported communication and information sharing within the school community.

Education

- **FEDERAL UNIVERSITY, LOKOJA** 2025
  BA in English and Literary Studies
  Second Class (Lower Division)

Skills

- Computer Skills
- Networking
- Research
- Leadership skill

- Interpersonal relation
- Marketing skill
- Problem solving skill
- Time management
- Calendar and Appointment Management
- Administrative Support
- Report Writing and Documentation
- Organisational and Multitasking Skills
- Communication and Public Relations

Projects

- ORTHOGRAPHIC MISREPRESENTATIONS IN SELECTED ONLINE INTERACTIONS
  This study examines common spelling and writing distortions in online communication, using data from WhatsApp, Facebook, Instagram, X, and TikTok. It focuses on abbreviations, phonetic spellings, omissions, Nigerian Pidgin, code-switching, and other factors influencing digital writing.

Achievements & Awards

- Best Agent of the Year, issued by Faculty of Arts, Federal University, Lokoja, Kogi State, Nigeria. 2025
- Certificate of Recognition, issued by National Association of Ondo State Students (FUL Chapter), Lokoja, Kogi State, Nigeria.
- Certificate of Service as a Drama Coordinator from 2023 to 2025, issued by Apostolic Faith Campus Fellowship (FULOKOJA CHAPTER), Lokoja, Kogi State, Nigeria.
- Certificate of Service as an Outreach Coordinator from 2023 to 2024, issued by Apostolic Faith Campus Fellowship (FULOKOJA CHAPTER), Lokoja, Kogi State, Nigeria.
- Certificate of Service as an Academic Coordinator from 2024 to 2025, issued by Apostolic Faith Campus Fellowship (FULOKOJA CHAPTER), Lokoja, Kogi State, Nigeria.

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Email management
- Online meeting platforms (Zoom and Google Meet)
- Internet research

Personal Attributes

- Trustworthiness and reliability
- Professionalism
- Punctuality
- Attention to detail
- Willingness to learn
- Ability to work under pressure
- Respect for confidentiality
- Positive attitude
- Ability to work independently

Activities

- NATIONAL YOUTH SERVICE CORP IN PROGRESS

Languages

- English: Advanced level in Listening, Speaking, Reading, and Writing.
- YORUBA: Advanced level in Listening, Speaking, Reading, and Writing.

Reference

- PETER OKEPH (PROF) - FEDERAL UNIVERSITY, LOKOJA

LECTURER
okpehp@gmail.com
08068242965

- SAM METIBOBA (PhD.) - KOGI STATE POLYTECHNIC
  LECTURER
  sametiboba7@gmail.com
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- MR. JAMES OKOROMA - AMICS PROPERTIES
  REALTOR
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- MR. JIMTER AGBEDE - JIMTER'S PURE WATER
  TEACHER

- MR. & MRS ITANOLA - HIGH-CLASS SCHOOL OF SCIENCE
  PASTOR
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