

Peter Oluwaseun Enoch

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Date Of Birth: 23rd Of May, 2000

SUMMARY

Motivated and detail-oriented Computer Science Education graduate with experience in customer service, administrative operations, and data analytics. Skilled in Excel, CRM systems, and analytics tools to support data analysis, reporting, and customer engagement. Adept at handling confidential information, ensuring data accuracy and compliance, and supporting data-driven decision-making in fast-paced environments.

PROFESSIONAL EXPERIENCE

Cyber Root Training Center – Intern (2022)

- Gained foundational exposure to cybersecurity concepts and practices.
- Supported the marketing team in promoting digital training programs.
- Learned teamwork and communication in a professional setting.
- Proficient in multitasking and prioritizing assignments to meet deadlines and achieve successful outcomes.
- Prepared professional high quality presentations using Microsoft Powerpoint and Excel spreadsheets.
- Maintained accurate and up-to-date databases containing confidential information.
- Showcase flexibility and adaptability by seamlessly transitioning between individual contributions and collaborative team efforts, ensuring project success.
- Developed small-scale web applications using HTML and CSS, demonstrating frontend design skills.
- Created Excel-based reports and visualizations for data interpretation and personal projects.

Forem Open Source Community – Contributor (2024–2025)

- Improved documentation and enhanced user experience for open-source projects.
- Collaborated with developers globally using GitHub and agile tools.
- Strengthened problem-solving and adaptability through independent Python learning.
- Showcase flexibility and adaptability by seamlessly transitioning between individual contributions and collaborative team efforts, ensuring project success.
- Contributed to open-source projects, improving technical documentation and collaboration.

Council Manager’s Office – Ifako-Ijaiye LGA Administrative & Office Assistant (NYSC) (2025)

- Coordinated and supervised daily activities of field staff and ad-hoc workers
- Monitored attendance, punctuality, and conduct of assigned personnel
- Assisted in preparing duty rosters and daily activity reports
- Ensured compliance with organizational rules, procedures, and safety guidelines
- Acted as a liaison between management and field staff for task execution
- Handled complaints, escalated issues, and ensured timely resolution
- Conducted routine checks to ensure tasks were completed to required standards

ACADEMIC QUALIFICATION

White Hall College

West African Senior School Certificate

(2017)

Ekiti State University, Ado-Ekiti.

Bachelor of Science (Education), Computer Science Education - Second Class Honours (2019 – 2024)

CERTIFICATIONS

- Part 107 Small Uas Initial Part 61 Pilots (2025)
- Cisco Networking Academy – Introduction to Cybersecurity (2025)
- Oracle Analytics Cloud 2025 Certified Professional (2025)
- Oracle Cloud Infrastructure 2025 Certified Foundations Associate (2025)
- National Youth Service Corps (2025)
- Jobberman Soft Skills Training – Jobberman Nigeria. (2025)

SKILLS AND CORE COMPETENCE

Technical Skills - Python (learning), HTML, CSS, Microsoft Office (Word, Excel, PowerPoint), Google Suite (Document, Spreadsheet, Slides), PDF Converters, GitHub, Zoom, Remote teamwork platforms, CRM Tool(Hubspot), Trello, Calendly, Zendesk, Shopify, Live Chat.

Additional Skills (Soft Skills) - Team Collaboration, Critical Thinking, Emotional Intelligence, Time Management, Problem Solving, Excellent verbal communication skills, Team Management, Interpersonal Skills.

LANGUAGES

- English – Fluent
- Yoruba – Native
- French – Basic

REFERENCES

Available Upon Request