

Olakanse Mobolaji Damilola

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CAREER OBJECTIVE: “Giving my best in a result-oriented organization with good corporate image and culture by improving on their goals and objectives, protecting the organization’s reputation and to develop, employ my innate and professional skills to add real value to the system as a whole”

1. PERSONAL DATA:

Sex:	Male
Marital Status:	Single
State of Origin:	Osun State
Local Government:	Ilesha West
Religion:	Christianity
Date of Birth:	23 March 1990
Place of Birth:	Osun State
Nationality:	Nigerian

2. PERSONAL PROFILE:

- ❖ Effective communication, analytical and interpersonal skills
- ❖ Ability to take good initiative and work as part of a team
- ❖ Ability to multitask and work independently with little or no supervision
- ❖ Ability to learn new skills and techniques
- ❖ Ability to adapt to diverse environment and work under pressure.

3a. ACADEMIC QUALIFICATIONS:

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|---|--|------|
| ❖ | B.Eng. Civil Engineering.(Second class upper)
Igbinedion University, Okada | 2015 |
| ❖ | Senior School Certificate
Model Secondary School Maitama, Abuja | 2006 |
| ❖ | First School Leaving Certificate
Model Primary School Maitama, Abuja | 2000 |

3b. OTHER CERTIFICATE:

- | | | |
|---|---|------|
| ❖ | Certification in Health and Safety Environment.
HSE 1-3 | 2016 |
| ❖ | Nigerian Society of Engineers (GNSE) | 2016 |

4. WORK EXPERIENCE:

- | | | |
|---|---|--------------------------|
| ❖ | Smokebox Nigeria (FMCG)
<i>Post: Operations Manager</i> | Aug 2021-Nov 2022 |
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Duties:

- Recruit, select, train, assign, schedule, coach, counsel, and discipline employees.
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions.
- Plan and review compensation actions; enforcing policies and procedures.
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality, and customer-service standards; resolve problems; complete audits; identify trends.
- Develop operations systems by determining product handling and storage requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping.
- Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes.
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplish operations and organization mission by completing related results as needed.
- Meet or exceed operations labor budget expectations.
- Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees.
- Run a safe, injury/accident free workplace.
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health, and safety agencies.
- Manage relationships with key operations vendors.

❖ Watch Galleries Limited. (FMCG)**June 2018-July 2021***Post:* Business Development Manager.**Duties:**

- Attend to Prospective Clients on Sales of Products
- Manage the office in absence of Superior.
- Inventory taking on stocks.
- Issuance of receipts and reconciling Cash books.
- Developing innovative ideas on Sales point and Marketing.
- Carrying out other duties assigned to me by my Superior.
- Repairs and Maintenance works on some Products.

❖ Bodyline Fitness and Gym Limited (NYSC)**April 2016 – April 2017***Post:* Administrative Officer**Duties:**

- Raising of payment vouchers and taking various Bookings from customers.

- Posting of Welcome Letters and Expiration Letters to due customers.
- Reconciliation of cash books and Summary Sheets.
- Carry out other duties assigned to me by my superiors

❖ **Julius Berger Construction Company**

March 2014– Aug 2014

Post: Intern

Duties:

- Assist in carrying out Quantity Surveying Measurements at the Airport Road Axis.
- Address students in universities on knowledge gained monthly with superiors at the office.
- Coordination of seminars and meetings about the work done so far monthly.
- Supervision of drainage works, culverts, and man-holes.
- Acted in the position of the Quantity surveying officer in drawing up measuring and summary sheets.

❖ **Dantata and Sawoe Construction Company Ltd (D&S)**

July 2013-Sept 2013

Post: Intern

Duties:

- Develop field soil results for data collection, analysis and interpretation for the construction team on site.
- Site supervision on drainage works and concrete mix.
- Coordinates presentations and seminars for the organization.
- Carry out various field tests assigned by the head of Soils division.
- Bending of Reinforcements, following Bending Schedule.

❖ **Bodyline Fitness and Gym: Administrative Assistant(part-time) 2008-2016**

❖ **AutoCAD Training**

June 2013

Red & C Consulting Firm Limited.

5. SKILLS AND ABILITIES:

- ❖ Excellent computer skills such as Microsoft Excel, Microsoft Word, PowerPoint, AutoCAD, Inventory software such as QuickBooks, VEND and Inventor.
- ❖ Ability to work autonomously and in teams
- ❖ Strong verbal and written communication skill
- ❖ Exceptional customer service skill.
- ❖ Ability to adapt fast to changes and new innovation.
- ❖ Ability to work under less or no supervision.

6. LANGUAGE:

- ❖ English, Yoruba and Basic Hausa

7. HOBBIES/INTERESTS:

- ❖ Travelling, Reading, Research, Cooking, Sports.

8. REFEREES:

❖ Mr Idris Tunji Bello

08028333156

Head of Gymnasium, Bodyline Fitness and Gym Limited, Abuja.

El_tun2@yahoo.com

❖ Mr Rochas Lawrence Jones

08178229309

Quantity Surveyor, Julius Berger Construction Company Main Yard, Abuja.

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