

OLUGBEMIGA AYODELE EBENEZER

B.Eng, Mechanical Engineering

CONTACT

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📍 14, Ogunyemi Street, Pedro,
Gbagada. Lagos

SKILLS

- Communication Skills
- Data Analyst
- Leadership Skills
- Time Management
- Adaptability & Teaming Skills
- Administrative Management
- Critical Thinking
- Facility Management
- Creativity
- Emotional Intelligence
- Technical Skills
- Problem-solving
- Decision-making
- Organizational Skills
- Strategic Planning Skills
- Computer Skills
- Project Management
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PROFESSIONAL PROFILE

A highly motivated and detail-oriented professional with over 4 years of experience in streamlining administrative and facility operations. Proven ability to coordinate daily activities, manage vendor relationships, negotiate contracts, and oversee facility maintenance to ensure seamless business processes. Equipped with exceptional organizational and communication skills, with a strong focus on enhancing operational efficiency and fostering a productive work environment. Committed to implementing best practices and driving success through proactive problem-solving and effective resource management.

EDUCATION

NYSC Discharge Certificate 2018-2019

Federal University of Technology, Akure. Ondo State
B.Eng, Mechanical Engineering 2017

FUNAAB International School, Alabata Road, Abeokuta,
Ogun State
Senior Secondary School Certificate (WAEC) 2011

St. Bernadette N/P School, Akoka, Lagos State
Primary School Leaving Certificate 2005

WORK EXPERIENCE

AXA MANSARD INSURANCE

POST: Financial Advisor / Professional Sales Staff 2023-2024

RESPONSIBILITIES

- Assess clients' financial situations, goals, risk tolerance, and insurance needs to recommend suitable products.
- Offer tailored solutions, including life, health, motor, fire, burglary insurance, money market investments, and annuities.
- Ensure compliance with regulatory requirements and industry standards when advising and selling products.
- Build and maintain long-term client relationships, providing ongoing financial advice and support.
- Prospect for new clients and stay updated on insurance regulations, financial markets, and industry trends through continuous learning.

REFERENCES

Available on Request

ALERZO LIMITED AKURE (B2B FMCG – TECHNOLOGY)
POST: Admin/ Facility Manager 2022-2023

- RESPONSIBILITIES**
- Oversaw facility repairs, renovations, and general maintenance to ensure optimal functionality.
 - Managed security protocols to safeguard the facility and its occupants.
 - Coordinated with external vendors for cleaning, repairs, maintenance, and supply services.
 - Optimized space usage and managed office supplies, equipment, and inventory for smooth operations.
 - Maintained records, tracked expenses, processed invoices, and ensured the accuracy of financial and confidential information.

**PABEDA FARM VILLAGE, OBANTOKO, ABEOKUTA
OGUN STATE**
POST: Admin/Technical Assistant 2021-2022

- RESPONSIBILITIES**
- Oversaw maintenance and repair of farm machinery and equipment to ensure optimal functionality.
 - Coordinated with equipment suppliers and technicians for timely repairs and upgrades.
 - Troubleshoot technical issues related to farm equipment and systems.
 - Collaborated with technical support teams to resolve complex equipment or system challenges.
 - Ensured efficient operations by maintaining equipment in good working condition.

JIJI NIGERIA MARKETPLACE
POST: Field Sales Agent 2020-2021

- RESPONSIBILITIES**
- Acted as the first point of contact for customer inquiries and concerns.
 - Troubleshoot and resolved customer issues promptly and efficiently.
 - Ensured resolution within established timelines to maintain customer satisfaction..

**NIGERIAN DEFENCE ACADEMY(NDA) – KADUNA, KADUNA
STATE**
POST: Trainee Technician (NYSC) 2018-2019

- RESPONSIBILITIES**
- Performed troubleshooting, maintenance, and repair of academy vehicles, ensuring their reliability.
 - Conducted quarterly inspections to uphold safety and performance standards for academy vehicles.
 - Developed and implemented a digitized filing system, improving accessibility and streamlining processes for increased efficiency.

NNPC–NAPIMS – IKOYI, LAGOS STATE
POST: Drilling Engineering Intern (I.T) 2015-2016

- RESPONSIBILITIES**
- Managed daily data entry and tracked operators' cash calls and returns for accurate financial monitoring.
 - Reviewed tenders from bidding contractors vying for contracts in the joint venture between NNPC and its partners.