**STEPHEN OKUNLADE**

**Ikotun, Lagos State.**

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**PROFESSIONAL SUMMARY**

Smart, dynamic and resilient IT Enthusiast with in-depth software and hardware management procedures as well as strong problem solving and client relationship management abilities which I acquired through education and experience.Excellent communicator with good leadership skills set and knowledge of web design, graphics design and Microsoft office suites. Look forward to joining your reputable organization to exhibit my acquired skills in the achievement of organizational goals and objectives.

**CORE COMPETENCIES/SKILLS**

Communication Skills| Business Acumen| Customer Service| Sales| Presentation Skills| Software Installation| Adobe Illustrator| Microsoft PowerPoint| Microsoft Excel| Microsoft Word| Microsoft Outlook| Complex Problem Solving| Analytical Skills| Creativity| Emotional Intelligence| Leadership| Teamwork| Adaptability| Critical Thinking| Attention to Details| Troubleshooting| Graphics Design| Web Design| Basic Programming

**WORK EXPERIENCE**

**Stallion Groups, Popular Farms and Mills Ltd, Kano May. 2022– To Date**

**Position:** Warehouse Supervisor

**Role/Achievement:**

* Oversees and Co-ordinate Daily Warehouse Activities
* Take Daily Stock Records and ensure Delivery of Goods
* Manage Inventory and also Supervise Staffs
* Securing the Warehouse

**Vira Hub Limited Oct. 2021– To Date**

**Position:** Content Writer

**Role/Achievement:**

* Produced Well-researched Content for Publication Online
* Utilize industry best practices and familiarity with the organization's mission to inspire ideas and content

**Sparkle Foundation Mar. 2020- August 2021**

**Position:** Volunteer

**Role/Achievement:**

 Provided presentations about Outreach programs in the community.

 Assisted the fundraising team with writing grant proposals.

* Unpacking and distribution of foods and other materials to Women and Childrens
* Sometimes handle the foundation social media account

**De-Rock Range Academy Oct. 2019 – Mar. 2020**

**Position:** Lead Facilitator

**Role/Achievement:**

* Managed operational activities at the academy
* Trained students on various vocations with other trained facilitators
* Created learning and instructional materials to aid learning

**FBN Insurance Limited, Lagos Feb. 2019 – Sept. 2019**

**Position:** Client Service Executive

**Role/Achievements:**

* Maintained great client relationship with new and existing clients
* Expanded the company’s business by actively seeking and acquiring new clients
* Collaborated with other team members and participated in group marketing activities
* Implemented various strategies to market insurance products to new and existing clients
* Met and exceed monthly sales targets
* Performed several administrative tasks, managed client records and handled policy renewals

**Government Day Secondary School K/NamodaZamfara(NYSC) Aug. 2017 – July 2018**

**Position:** Classroom Teacher

**Role/Achievements:**

* Taught over 50 students with modern teaching methods and resources, improvised where necessary and communicated complex concepts in simple form
* Made relevant changes to instructional plans and activities which boosted students’ efficient and effective learning outcomes
* Engaged the students in coaching and mentoring sessions

**Khemsafe Institute of Technology, Kaduna May 2015 – Dec. 2015**

**Position:**Intern

**Role/Achievements:**

* Assisted the Lead Tutor in facilitating Web Design and Microsoft Office Classes to over 100 students
* Prepared and submitted weekly reports timely to my supervisor
* Assisted in performing configuration and networking of computers and other electronic devices
* Effectively handled IT/Technical related challenges and questions from users

**EDUCATION**

**ESAE University, Cotonou, Benin Republic 2016**

BSc Computer Science

**Second Class Upper Division**

**PROFESSIONAL TRAINING**

**Khemsafe Institute of Technology, Kaduna 2015**

Certificate in Web Design

**Khemsafe Institute of Technology, Kaduna 2013**

Diploma in Data Processing and Structural Programming

**INTERESTS**

Reading, Technology, Meeting People, Sports, Music, Data Analytics

**REFERENCE**

Available On Request