**OGUNTADE YUSUF OLUWAFEMI**

Ikorodu Lagos State| 07069424103 | [femioguntade06@gmail.com](mailto:femioguntade06@gmail.com)

**Personal Statement**

A Professional in engineering background with rich experience in Engineering, Operations, and sales. Always eager to pick up new information, coachable, and enthusiastic about ongoing personal and professional development.

**Knowledge and Skills**

* Excellent oral, communication and interpersonal skills
* Data Entry, Data Cleaning and Data Visualization
* Office administration and Management
* Time Management
* Microsoft Word, Excel, Power BI and Power point

**Work Experience**

**Principal Intel,** Lagos09/2023 – till present

**Data Research Field Officer** (Part Time)

* Field Data collection using Kobocollect
* Administering questionnaire-based surveys
* Collection of Qualitative and quantitative research data

**Buildcodetogether Technologies,** Ibadan05/2021 – 06/2023

**Sales / Operations Officer**

* Develop, and implement sales/marketing strategies to grow customer
* Assist in implementing business strategies, admin and operations management
* Maintain and sales reports, budgets and forecasts
* Ensure smooth running of the company day-to-day activities, ensuring office supplies, utilities and other office equipment are up and effective
* Provide support to customers in person, on the phone as well as all electronic communication platforms
* Ensure all offices and training hall are conducive to meet up with client expectation

**Equipment Mart Limited,** Lagos08/2020 – 01/2022

**Founder/ BDM**

* Ecommerce
* Sales and delivery of safety and industrial equipment
* Oversight function of sales, operations and management
* Developed marketing initiatives, presented the company products and services to target clients.

**Primary School, Ibelefun (Npower)** 04/2017 – 03/2020

**Class/Subject Teacher**

* Planning, preparing, and delivering of lessons to a range of classes of different ages and abilities
* Communicates frequently with parents and the school management over pupils’ progress and development
* Increased the performance of upper primary classes in mathematics. Over 70% success for two successive sessions
* Achieved high literacy abilities among the pupils’ by applying peer mentoring method
* Assigning work, marking, and correcting work done by the pupils’

**Education**

**Federal Polytechnic, Ilaro** 2008 - 2013

HND Mechanical Engineering (Upper Credit)

**Volunteering**

**National Population Census** Jan 2023- March 2023 Specialized Work Force Trainee (Data Quality Assurance Assistant)

* Data Collection, Data Entry, Ground truthing and report generation

**Center For Citizens with Disabilities (CCD)** Sept 2019Data Entry Adhoc

* Entry of data collected on people with disabilities into online database for specific projects

**Trainings and Certifications**

**Poise Graduate Finishing Academy** 08/2018 - 09/ 2018

Sales and Soft skills training

**Max- Migold Nigeria Ltd** 09/ 2018

Facilities Management

**University of Michigan (Coursera online course)** 08/2023

Introduction to Structure Query Language (SQL)

**Digital Nigeria**  08/2023

Introduction to Data Science