OLAYISADE ADEYEMI

*13, Jesus street, Aboru, Agege, Lagos. Nigeria*

*E-mail:yemi567@gmail.com*

**PERSONAL DATA**

*Date of Birth: 5th June, 1987*

*Sex: Male*

*Marital Status: Single*

*State of Origin: Ekiti*

*Nationality: Nigerian*

*Phone: 08035176269*

**EDUCATION**

*2016 ExxonMobil / Harvard Business School*

*2015 Federal College of Education, Technical. Lagos*

*2014 University of Lagos*

*2008 University of Ado-Ekiti*

*2002 Saint Finbarr’s College, Lagos*

**SUMMARY OF QUALIFICATIONS**

*2016 Project management*

*2015 Computer Engineering*

*2014 M.Sc. Economics*

*2008 B.Sc. (Hons) Economics and Statistics; Second Class, Upper Div*

*2002 Secondary School Certificate*

**WORK EXPERIENCES**

**2014 –2018**

**EXXONMOBIL NIGERIA UNLIMITED**

**LOGISTICS, PROCUREMENT AND EXPORTS OPERATIONS**

Duties and Responsibilities

* *Preparation of Nigeria Export Supervisory Scheme (NESS), NXP Forms and submission to authorized dealer bank*
* *Preparation of ExxonMobil weekly production volumes report from various terminals*
* *Securing and documentation of shipping documents e.g. bill of exit, bill of lading etc.*
* *Screening of contractors vessels to ensure smooth sailing coordination*
* *Discovering profitable vendors and initiate business and organization partnerships*
* *Reporting of sailing status of vessels*
* *Filing of sailing document for access during production audit with NNPC, DPR*
* *Assist supporting supervisors during technical audits and reconciliation with NNPC*
* *Facilitate resolutions of drilling and project performance issues*
* *Drive closeout of all queries & request from external stakeholders with project teams*

**2011 - 2014**

**ISITEK LIMITED**

**MARKETS AND CUSTOMER RELATIONS**

**SALES**

* *Conduct market research to identify selling possibilities and evaluate customer needs*
* *Actively seek out new sales opportunities through, networking and social media*
* *Set up meetings with potential clients and listen to their wishes and concerns*
* *Prepare and deliver appropriate presentations on products/ services*
* *Participate on behalf of the company in exhibitions or conferences*
* *Negotiate/close deals and handle complaints or objections*
* *Collaborate with team to achieve better results*

**2010-2011**

**LG NIGERIA LIMITED**

**TECHNICIAN**

* *Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems*
* *Install electrical apparatus, fixtures and equipment for alarm and other systems*
* *Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels etc.)*
* *Connect wiring in electrical circuits and networks ensuring compatibility of components*
* *Prepare and assemble conduits and connect wiring through them*
* *Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits etc.*
* *Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units*

**COMPETENCE AND SKILLS**

*Proficient use of Microsoft Office tools and knowledge of basic Statistical software*

*SPSS, STATA, MINITAB*

LEADERSHIP EXPERIENCE

*Provost, NATIONAL DRUG LAW ENFORCEMENT AGENCY (NDLEA), Osun State, Demand Reduction Unit <NYSC>*

HOBBIES

*Reading, Writing, playing chess, Music and Meeting People*

REFERENCES