

SODIQ RAZAQ ADEMOLA

3, Ayo Akintokun street, Alagbole-Ojodu Berger, Lagos State, Nigeria

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OBJECTIVE

To work in a challenging and reputable organization founded on hard work, a mentality that does not believe in impossibility and that provides the opportunity for self-expression and development of its workers for the purpose of enhancing my workability in all areas and to contribute my own quota towards the upliftment of the organization and the society at large.

SKILLS AND ABILITIES

- ◆ Proficient Microsoft Office applications skills including Ms-Word and Microsoft Excel.
- ◆ Excellent customer service and customer relationship management skills.
- ◆ Excellent communication and interpersonal skills; exceptional report writing skills.
- ◆ Technical problem solving ability with exceptional attention to details.

BIO DATA

- ◆ Date of Birth: 23rd of August, 1991
- ◆ State/LGA: Ogun/Ijebu East
- ◆ Sex: Male
- ◆ Religion: Islam

ACADEMIC QUALIFICATIONS

- ◆ Tai Solarin University of Education, Ijebu Ode, Ogun state
B.Sc (Ed) Business Education (2nd class upper division) **2013**
- ◆ Community High School, Tube-Ipokia, Ogun state
Secondary School Certificate **2007**
- ◆ Moslem Primary School, Terelu-Imobi, Ogun state
First School Leaving Certificate **2001**

EMPLOYMENT HISTORY

- ◆ **Lightandra Outsourcing and Consulting** **2020**
Designation: Operation Manager
Key Responsibilities:
 - Overseeing operational activities of the organization.
 - Recruitment, documentation and verification of employees for clients.
 - Strategizing processes for improvements and ensuring that tasks are completed on schedule.
 - Staff training.
 - 3PL Logistics management.

- ◆ **Life Guide Micro Concept, Isheri Olofin, Ogun State** **2017-2019**
Designation: Operation Assistant
Key Responsibilities:
 - Assisting in managing the operational activities of the organization.
 - Managing workflows and processes in the organization

 - Planning loan recovery procedures.

- ◆ **Omolara Nigeria Limited, Akute, Ogun state** **2016**
Designation: Warehouse supervisor
Key Responsibilities:
 - Issuing, receiving & binning stock items.
 - Conducting periodic stock taking exercise.
 - Prepare stock related reports.

PROFESSIONAL CERTIFICATION

Teachers Registration Council of Nigeria

INTERESTS AND, HOBBIES

Soccer, reading and cycling.

REFEREES

Available on request