

# SODIQ OLANREWaju ANIMASHAUN

22 Ashogbon Street, Lagos-Island, Lagos,  
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## PROFESSIONAL SUMMARY

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Enthusiastic and dedicated employee with integrity, strong work ethic and great leadership skills with over five (5) Years of organizational experience in utilizing interpersonal skills, problem solving skills and excellent time management.

## SKILLS

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- Excellent knowledge of Recording and Software like DHIS, EMID, EMR, Cerner etc
- Excellent Knowledge of Creative and Designing tools (CorelDraw, Figma, Canvas, InDesign, Whimsical etc.)
- Information processing
- Customer communication
- Administration and Management
- Imputing and Compiling Data
- Advanced knowledge of All Microsoft Office Tools (Word, Excel, PowerPoint etc.)
- Problem-solving
- Data Integrity validation
- Document Safety and Confidentiality
- Team Player and Good time manager
- Data Analyzing and Data Visualization
- Industry Report Reading
- Advanced Power BI and Tableau Knowledge
- Basic SQL knowledge

## WORK HISTORY

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### Database Administrator / Store & Inventory Officer StorageKings Warehousing

January 2023-Present  
Dolphin Estate, Ikoyi

- Developing and implementing inventory control systems and practices.
- Maintaining and updating records of storing orders, pricing reports and inventory records
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- Analyzing and reviewing supply chain data to identify and resolve issues.

### Database Admin / Data Analyst Medbury Medical Services (Contract)

01/2022 to 12/2022  
Lekki, Lagos

- Managed daily booking and billing, analyzing different kinds of medical services done, turn around time (TAT) and medical report status.
- Created various spreadsheets and documents to input assist with pulling metrics data and presenting information for concise explanations of best placement for needed resources.
- Juxtaposing monthly medical equipment requisition with consumables and receivables.
- Performed research and collated data to solve problem and improve decision-making and efficiency of the business.

**Client Support Officer/Data Entry Officer  
Covid-19 Vaccination**

09/2020 to 12/2021

**-Abule-nla PHC, Lagos Mainland**

- Request for clients pre-vaccination medical assessment like body temperature and body mass to ensure they are fit to take the vaccine.
- Demonstrated respect and friendliness upon requesting for clients bio-data to input and synchronized to the system software.
- Called and messaged the vaccinated clients to inquire about the Adverse Effects Following Immunization (AEFI).

**Registry Officer/Document Control Officer; Teqbridge Limited  
Lagos egis (Electronic Geographic Information System) Project**

12/2018 to 03/2020

**-Alausa Secretariat**

- Used feeder and flatbed to scan all available documents with the aid of paper stream capture or fax and scan or aumentum registry scanner for adequate verification.
- Inputted and Quality assured indexed and scanned documents before pushing to mapping of the particular building or Land using the Aumentum Registry Software.
- Ensured document protection for future usage and against third-party users.
- Used Microsoft word and Microsoft excel to create daily report of work done.

**National Youth Service (NYSC); Teaching Assistant  
Agugu High School**

01/2017 to 12/2017

- Ibadan, Oyo State, Nigeria

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals and objectives.
- Supported classroom activities, tutoring, and reviewing work.

## EDUCATION

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**Basic Digital Skills Certificate  
Haptics People Technology Growth-Yaba**

08/2018

**Bachelor of Science; Botany  
University of Ilorin- Ilorin, Nigeria**

10/2016

**Senior Secondary Certificate (SSCE) Iponri Grammar School- Iponri, Lagos**

2008

**First School Leaving Certificate  
Anwar-ul-Islam Primary School, Elegbata, Lagos**

2002

## ACCOMPLISHMENTS

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- Used Google sheet and Microsoft Excel to develop and link daily medical records, customer's feedback, sales & facility inventory tracking and synchronized it with the Power BI for clear insight and visualization.
- Designed and integrated the modules and certificates of different courses in the learning management system for Medbury Medical Services.
- Managed multiple client projects through consistent prioritization and delegation.
- Collaborated with my team to achieve perfect and error free work in the Lagos EGIS project.

## OTHER CERTIFICATES

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- Basic Digital Skills Certificate
- ALX Virtual Assistant Certificate
- Google Digital Skills for Africa Certificate
- Certificate of Attendance on Lagos State Mindset Orientation and Employability Skill
- Introduction to Data Analysis Certificate
- Google User Experience (UX) Design
- Community Organizing For Action
- Data Visualization Certificate

## REFEREES

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**Mr Femi Onikoyi**  
Supervisor; Teqbridge Nigeria Limited  
08037221450, femoniks@gmail.com

**Mr Sunday Odunlami**  
M&E; Lagos Mainland Local Government  
08167276384

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Operations Manager; Medbury Medical Services  
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