ADEBAJO Oluwaseyi Folorunsho

#2 Flat4 Mariam Opeyemi street, Gbuazango Layout, Arab Road Kubua

adebfolorunsho@yahoo.com   08033502170

Objectives

"*To obtain an IT position that utilizes my experience as an IT Specialist having responsibility for ensuring that organization strategy not only incorporates developing effective business solutions and services with the underlying infrastructure but that it delivers appropriate technology enabled solutions*"

Summary

IT Project manager with over 10 years of IT experience including experience in the areas of LAN and WAN, training and support, and e-mail and security.   Skilled in designing infrastructure and implementing technology to support large user groups, supporting users at corporate headquarters as well as multiple remote locations, and effectively managing N1 million IT budgets as well as IT staff. Proven ability to translate business needs into technology requirements that support the company's business objectives and to successfully manage all phases of IT projects from needs analysis and requirements definition to vendor selection, implementation, and training.

Experience

February 2013 – 2018, ICT Support Officer,
Galaxy Backbone Limited.
Consultancy Support Service (Contract) ▪
Plot 265, Zone AO, Central Business District, Abuja

- Manage the establishment and implementation of software development and customization projects, ensuring process is driven by user needs
- Provide proper software code management and control to preserve data integrity and security of computer systems
- Oversee the development and maintenance software development methodology and standards
- Provide quality assurance in the software development process
- Prepare management reports and updates as required
- Monitor and evaluate the performance of Customer Support Engineers and Customer Support Officer.
- Evaluate training requirements for clients of Galaxy backbone.
- Design training programs and professional development courses to facilitate meeting Clients goals and individual professional needs.
- Estimate costs of training operations and subsequently managed them in accordance with the budget to ensure maximum return on investments.
- Windows Server 2008/2012 implementation for upgrade of server farm in line with Microsoft End of Life support
- ISA Server Administration, RADIUS server implementation and management of native proxy server

- Configuration and Administration of Domain Controllers, Management of Active Directory Services, and LDAP
- DNS/DHCP, TCP/IP, Ethernet, wireless router and Firewall Configurations

May 2010 – November 2012
PATHS2.
Support Services (IT Support & Program Officer).
Plot 37 Panama Street, Maitama, Abuja

- Build and manage effective internal and external partnerships to ensure delivery of objectives.
- Perform reconciliation exercise of all information, data, records and transactions ensure that data validation, integrity and accuracy is maintained.
- Assist the M&E coordinator and all those involved in project M&E, particularly primary stakeholder groups, in:
    - Identifying and designing performance questions, key indicators and targets for each project component and for each level of the objective hierarchy
    - Determining information needs of project management, implementing partners and primary stakeholders, the cooperating institution and funding agencies
    - Designing the formats and procedures for operational monitoring
    - Reviewing existing M&E and management information systems of implementing partners and identifying where support is needed;
    - Collecting, compiling and analyzing reports prepared by implementing partners and preparing consolidated progress reports for project management to submit
- Ensuring accurate categorization of information for use in next stage of process.
- Produce routine reports from data base and also any other required reports on a timely and efficient manner.
- Instructs users in use of equipment, software, and manuals.
- Recommends or performs preventive or remedial actions to correct problems.
- Coordinates activities with help desk, network services, or other information systems groups.
- Provides updates, status, and completion information to manager, problem tracking system, and/or users, via memo/e-mail for record, voice mail, or in-person communication.
- Support users, applications, PC, LAN, WAN and operations staff by providing assistance and first-line troubleshooting.
- Support continuing systems availability through liaison with users, PC, LAN, WAN and operations staff, ensuring 24 hours, seven day/week support.

February 2009 - August 2009
CHALLYDOFF Limited.
Project Manager
B24 Fanaha Business Suit off Adetokunbo Ademola Crescent Wuse II, Abuja

- Ensures compliance with architectural design and divisional system integration standards/guidelines. Provides leadership to the project team toward the attainment of high quality systems, making sure systems are consistent with standards and operating procedures.
- Developing project strategies and assign work to the staff as appropriate.

- Monitor project progress, deliverables, quality assurance, and customer service. Report status to client and identify and resolve risks that impact project completion.
- Manage time and budget for the client, initiate action to identify and resolve problems, and ensure goals are met.
- Coordinates planning, development, testing, documentation, and installation of project to ensure timely deliverables, project success and quality. Serve as primary liaison to business customers and provide recommendations for improved system processes
- Receives top-quality equipment for hardware/software improvements and upgrades while remaining within budget. Negotiate contractor prices for outsourced work to maintain competitive edge with minimal expenditures

June 2007 – January 2009
MEDIACT Interactive Technologies.
Project Officer
Plot 1080 Emeka Anyaoku Street Area 11, Garki Abuja

- Ensures compliance with architectural design and divisional system integration standards/guidelines. Provides leadership to the project team toward the attainment of high quality systems, making sure systems are consistent with standards and operating procedures.
- Monitor project progress, deliverables, quality assurance, and customer service. Report status to client and identify and resolve risks that impact project completion.
- Manage time and budget for the client, initiate action to identify and resolve problems, and ensure goals are met.
- Coordinates planning, development, testing, documentation, and installation of project to ensure timely deliverables, project success and quality. Serve as primary liaison to business customers and provide recommendations for improved system processes
- Receives top-quality equipment for hardware/software improvements and upgrades while remaining within budget. Negotiate contractor prices for outsourced work to maintain competitive edge with minimal expenditures

May 2004 - February 2007
Support Services (IT Support)
ICAP ,Wuse 11 Abuja

- Provides first line technical support, systems administration and network planning and implementation at ICAP office.
- Installation of computer hardware and software
- Regular Updating/Monitoring of Anti-Virus and Data Protection
- Networking and communication (LAN Infrastructure)
- Installation, maintenance and monitoring of CCTV to enhance security and intelligence.
- Server installation and management.
- Administration of electrical/IT infrastructures
- Provision of immediate guidance and support to clients (users)
- Organizing internal training for users on ICT to enhance performance
- PC configuration and installation

1st September 2003 – 31st December 2003
SCHLUMBERGER NIGERIA
(AAG & CHOGUM) Technical Support (Windows NT Expert) (Contract Project)

- Planned and managed implementation of network installation including Cat5 cabling.
- Oversee and implement all hardware and software troubleshooting for company's primary location and maintain constant network uptime and data access.
- Provide training and support when necessary to keep operations running smoothly.
- Installation & Updating of Firewalls
- Monitoring of Web Servers (Windows 2000 Advanced Server) & SQL Clusters
- Report on Remote Monitoring Server

Mar 2002 - May 2003,
IT Assistant,
Federal Civil Service Commission, Abuja , FCT

- Hardware inventory administration
- Trouble-shoot hardware related issues
- Providing End-User training
- Hardware maintenance
- Perform other duties as may be assigned by the line manager

February 2003 - July 2003,
Resourcery Limited.
Resource Person (Contract Project -Contract Trainer).
412B Lobito Crescent, Off Adetokunbo Ademola, Wuse II, Abuja

- Conduct batch training of Resourcery Clients in Microsoft Office 2000 and XP.
- Assist in supporting the Administrator at the help desk
- Monthly monitoring of education delivery as per norms in terms of batches through attendance logs and module objective checklist. Conduct batch hand-over / take-over review with the concerned faculty member(s) as and when required.
- Ensuring quality in education through feedback sessions and the planning for classroom quality audits. Moderation of skill indices to update faculty skills report

March 2001 – December 2002
NIIT Abuja Center
Faculty / System Support / Head Marketing
Plot 519 Kolda link, off Adetokunbo Ademola Crescent Wuse II, Abuja
- Conduct batch training of Clients in Computer courses.
- Assist in supporting the Administrator at the help desk
- Monthly monitoring of education delivery as per norms in terms of batches through attendance logs and module objective checklist. Conduct batch hand-over / take-over review with the

concerned faculty member(s) as and when required.

- Ensuring quality in education through feedback sessions and the planning for classroom quality audits. Moderation of skill indices to update faculty skills report.
- Survey performance needs and goals of LAN users
- Prepare charts and diagrams to explain network operation and to train staffs and others in proper use.

Education

University of Lagos
July 1999 ▪ B.Sc
  ▪ Computer Science 1999

Skills

Technical skills, Capabilities and Experience:

- Experience in IT and IT security domain
- Project Manager
- Microsoft SQL-Server Development Platform at least 8 years
- Excellent knowledge of information systems and infrastructure.

Required Certification and Training:

- ITIL certifications (Training)
- Microsoft Certified System Engineer (Certified)
- Microsoft Certified Technology Specialist ,SQL Server 2008
- Business Intelligence Development and Maintenance certification
- IT Project Manager

Personal & Administrative Skills:

- Excellent Project Reporting capabilities
- Excellent presentation and demonstration skills
- Good teams management and decision-making skills

Achievements Summary

- Designed, implemented and managed designated projects
- Successfully managed projects concurrently within budget and on schedule
- Devised project developmental schedules and delegated tasks on a 100 million naira project
- Analyzed regular reviews and implemented measures, ensuring projects developed on schedule
- Compiled regular progress reports for management board

Reference:

- **Mrs. Bisi Adebowale-Fetuga**
  PATHS2 - Director of Operations
  07035829206

- **Mr. Seyi Makanjuola**
  GalaxyBackbone – Project Manager
  08033544866

- **Mr. Oluwole ASALU**
  Mediact Interactive Technologies - Director of Operations
  08033275678