

# OLUFEMI ADEYEMI OLUWOLE

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## SUMMARY

I am a dynamic professional with good and clear visions about my career, pleased in working where my full potentials will be utilized and where my effort can be put to improve any establishment I find myself. My career objective is to work effectively in a competitive position at a very reputable company where I can put to use all the knowledge I have gathered about IT, business & financial analysis, sales & marketing and customer retention.

My core competencies include but not limited to Quick learning ability, Creative and strategic thinking, Team work, Problem solving, Use of own initiative to solve issues efficiently, Organization and prioritization skills.

## SKILLS AND COMPETENCIES

Excellent Communication	Problem solving	Adaptability & Resilience
Leadership	Interpersonal skills	Marketing & Presentation
Team work	Professional context skills	Application of numeracy & IT
Ms office suite	Enterprise	Dream weaver
Self management	Initiative	MYSQL Database

## EDUCATION & CREDENTIALS

Cardiff Metropolitan University, Wales  
**Masters of Business Administration-2014**

University of East London, London  
**Bachelor of Science: Business Information System -2012**

Ijebu-Ode Grammar School, Ijebu-Ode Ogun state  
**Senior Secondary School Certificate-1999**

## PROFESSIONAL EXPERIENCE

**Old Mutual Nigeria Life Company, Ikeja, Lagos**  
**Business Development Officer**

March 2015 – Till date

- Conducting in-depth reviews of clients' financial circumstances, current provision and future aims.
- Identify new business opportunities by establishing worksite relationships.
- Making daily and weekly sales report for my team.
- Effectively managed worksites for lead generation.
- Managed stakeholders' relationships for organizational profitability.

- Handling customer complaints, taking phone calls from customers and collaborating with customer service unit to resolve issues.
- Provided highly professional sales and marketing expertise to the sales team.
- Present financial education training to corporate organizations and individuals.
- Vetting of documents submitted by various customers to meet requirement.
- Analysing information and preparing plans best suited for individual client requirements.
- Researching the market place and providing clients with information on new and existing products and services.

### **KEY ACCOMPLISHMENTS:**

- I managed a team of 10 people, been the team lead, I was able to get 80% to be productive and viable to our employer as our team always met most target set by the company, thereby making us to be nominated for several awards for excellence in our company.
- I was recently nominated for the position of a Client Retention Manager due to my outstanding managerial and leadership qualities as well as my capabilities to ensure customer satisfaction and delight.
- Strategically mapped out strategies and approaches to improve the drive for Risk Sales in my branch, which was later rewarded with the coveted award of Best Risk Sales branch of the year 2017.

### **Surulere Local Government Secretariat**

Surulere, Lagos (NYSC)

Mar 2014 –Feb 2015

#### IT Officer

- Installing and configuring computer systems.
- Provide technical assistance to users on computer related problems, mobile devices and printer problems.
- Perform periodic computer maintenance, patches update and virus scanning.
- Providing technical support to remote offices on all related desktop/laptop applications and hardware issues.
- Installing and configuring computer hardware operating systems and applications.
- Monitoring and maintaining computer systems and networks.
- Troubleshooting system and network problems, diagnosing and solving hardware or software errors.
- Providing support, including procedural documentation and relevant reports.
- Setting up new user accounts and profiles and dealing with password issues.

### **SOCIAL/COMMUNITY DEVELOPMENT**

Vice-President Charity CDS Group (NYSC)

Mar 2014 –Feb 2015

Charity Community Development Service Group we contributed positively to the development of our host community throughout the period of National Service

#### **Responsibilities and Achievements**

- **Leadership** - Led my team to visit various schools and orphanages under the Surulere Local Government as we took it upon ourselves to work tirelessly to improve live(s) through charity and empowerment sensitization, with voluntary services to humanity, We visited as many locations of need in the span of our One Year Mandatory Service.

- Sourced for funds and relief materials so as to make donations to schools and orphanages in our host community.

### **Deflora Enterprises Limited**

**Amuwo-Odofin, Lagos**

IT Officer

Mar 2006 - Nov 2008

#### **KEY ACCOMPLISHMENTS:**

- Monitor branches on computer using company software and escalated any problem till resolution.
- Documented IT Operational procedures and Service Level Agreements as well as communicating it to Users.
- Interacting with customers to provide and process information in response to inquiries, concerns, and requests about products and services.
- Maintained Break - Fix analysis records Produced weekly and monthly KPI reports to show service availability of Servers, LAN / WAN Connections, Application Servers etc.
- Diagnosing and solving hardware/software faults.
- Installing and configuring computer hardware operating systems and applications.
- Monitoring and maintaining computer systems and networks.
- Taking staff or clients through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues.
- Trouble shooting system and network problems and diagnosing and solving hardware or software faults

#### **INTEREST**

Reading, Music, Football, Movies,  
Surfing the Net, Cooking.

#### **IT PROFICIENCY**

Microsoft Office(Word, Excel, Power Point, Dream waver, Mysql) Network Integration, Network security Website design.  
G-Suite (Gmail, Drive, Sheet, Calendar, Forms)

#### **STRENGTH**

- Goal oriented and passionate about making everything I do yield good results.
- Excellent interpersonal and relationship management skill coupled with a good a sense of humour.
- Good eye for details with an unquenchable passion for excellence.
- Excellent communication skills both written and oral.
- Flexible and adaptable to positive change.

#### **PROFESSIONAL TRAINING**

- Banc Assurance Certification
- Chartered Insurance Institute of Nigeria Certification

**Referees available on request**