ABIODUN ELIJAH SUNDAY

Information Technology (IT) Professional

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PROFESSIONAL SUMMARY

Dedicated and results-driven IT Professional with a proven track record of excellence in managing IT systems and delivering impactful solutions. Skilled in overseeing technology infrastructure, deploying software systems, and providing strategic IT support to optimize organizational operations. Recognized as an achiever with a passion for continuous learning and innovation, aspiring to transition into a Software Engineering role. Excels in team collaboration, problem-solving, and leveraging technical expertise to contribute to organizational success.

CORE COMPETENCIES

Technical Proficiency: Expertise in managing Microsoft Office Suite (Word, Excel, PowerPoint), foundational programming knowledge, frontend software development (HTML, CSS, JavaScript, React, and TailwindCSS), and deploying Electronic Medical Record (EMR) systems.

Problem-Solving: Skilled in identifying and resolving technical challenges with attention to detail and a focus on achieving organizational goals.

Communication: Strong oral and written communication skills, with the ability to convey complex technical concepts clearly and effectively.

Team Collaboration: Proven ability to work in diverse team environments, fostering cooperation to achieve project and organizational objectives.

Time Management: Adept at prioritizing tasks, meeting deadlines, and maintaining efficiency under pressure.

Integrity and Leadership: Demonstrates honesty, reliability, and a commitment to ethical decision-making while taking initiative in leadership roles.

WORK EXPERIENCE

Information Technology (IT) Officer

Cedarcare Hospital, Lagos State   **June 2023 till Present**

Key Achievements

- Led the end-to-end deployment and successful adoption of the organization's Electronic Medical Record (EMR) Software, resulting in a 40% reduction in documentation errors and improved patient data accessibility.
- Optimized the hospital's IT support framework, reducing average resolution time for technical issues from 48 to 12 hours, minimizing disruptions to critical operations.
- Conducted hands-on training sessions for over 50 healthcare professionals on IT systems and software, significantly enhancing staff efficiency and operational output.
- Designed and implemented robust IT policies that improved system security and ensured compliance with healthcare IT standards.
- Acted as a technical advisor for procurement, ensuring cost-effective and future-proof investments in IT infrastructure.
- Created a data backup and recovery plan that enhanced the hospital's resilience against potential data loss, ensuring business continuity.

- Enhanced network reliability by upgrading systems and optimizing bandwidth utilization, resulting in a 30% improvement in operational speed across departments.
- Partnered with senior management to align IT strategies with organizational goals, leading to enhanced operational efficiency.

Administrative Officer
- Directed day-to-day administrative operations, ensuring seamless communication between departments and effective coordination of office activities.
- Oversaw facility management, including vendor coordination, equipment maintenance, and ensuring compliance with operational standards.
- Managed scheduling and logistics for meetings, events, and departmental activities, optimizing resource allocation and time management.
- Improved documentation systems by transitioning to a more structured and accessible filing process, enhancing data retrieval and organizational accuracy.

Educator
Unity Secondary School, Nnokwa, Anambra State   **Mar 2022 – Mar 2023**
Key Achievements
- Developed and executed interactive lesson plans, fostering a 20% improvement in student engagement.
- Guided students on technical projects, enhancing their practical understanding of theoretical concepts.
- Introduced innovative teaching strategies to encourage active learning and collaboration.
- Played a critical role in mentoring students for inter-school technical competitions, leading to notable accolades.

Administrative Officer
Bureau of Lands and Survey, Ogun State   **Jun 2018 – Jan 2020**
Key Achievements
- Automated application processing workflows, increasing operational efficiency by 25%.
- Maintained an electronic database system, ensuring secure and organized document management.
- Provided critical support to senior staff in executing land surveys and administrative tasks.
- Conducted research and prepared reports on land valuation methodologies, contributing to project assessments.

Administrative Officer
Realty Point Consultancy, Abeokuta, Ogun State   **Oct 2016 – Feb 2017**
Key Achievements
- Conducted comprehensive property inventories, resulting in accurate records for over 100 assets.
- Enhanced client onboarding processes by developing streamlined documentation workflows.
- Collaborated with the team to create marketing strategies that increased client acquisition by 15%.
- Prepared detailed feasibility reports to support client investment decisions.

Sales Representative
Solamart Telecoms, Abeokuta, Ogun State   **Jan 2015 – Sep 2015**
Key Achievements
- Delivered exceptional customer service, consistently achieving monthly sales targets.
- Implemented efficient inventory tracking systems, minimizing discrepancies by 20%.
- Coordinated promotional activities, increasing brand visibility and customer engagement.
- Trained new employees on product knowledge and sales techniques, improving team productivity.

EDUCATION

Higher National Diploma in Estate Management and Valuation
Moshood Abiola Polytechnic, Abeokuta, Ogun State   **2019 – 2021**

National Diploma in Estate Management and Valuation
Moshood Abiola Polytechnic, Abeokuta, Ogun State   **2016 – 2018**

Senior School Certificate Examination (SSCE)
St. Leo's College, Abeokuta, Ogun State   **2010 - 2015**

TRAININGS & CERTIFICATIONS

Certificate of National Service
National Youth Service Corps   **2023**

Software Engineering (Frontend & Backend Development)
GOMYCODE   **In view**

LIVE PROJECTS

https://abiodun-34.github.io/Project1/

https://abiodun-34.github.io/mytodo/

AWARDS & RECOGNITION

Cedarcare Hospital
Rookie of the Year   **2023**
Cedarcare Hospital
People's Person of the Year   **2023**
Cedarcare Hospital
Staff of the Month   **Dec 2023**

LEADERSHIP EXPERIENCE

Departmental Welfare Director
Moshood Abiola Polytechnic, Abeokuta, Ogun State   **2019-2021**

INTERESTS

Technology, Software Development, Research, Reporting, and Networking

REFERENCES

Available on Request