**Ben Oguntolu**

**Phone # 818-605-4999**

**Email benoguntolu@yahoo.com**

**Objective:**

Detail oriented and proactive business professional with excellent problem solving skills.

**Summary:**

* Experience working as an Information Technology specialist.
* Experience in maintaining inventory of the products and warehouse management software and shipping and transportation software.

**Professional Experience**:

**Regal Medical group May 2017- Pres**

**Technical Support**

* Provided on-site and remote desktop computer technical support to end-users on a variety of complex microcomputer technical issues.
* Worked in Microsoft XP windows server 2003 Administer accounts using Microsoft Active Directory. Provided technical support for LAN/WAN administration. ( wsus server)
* Troubleshoot desktop hardware and software technical issues, and interacted with end-users to identify current computing environments.
* Installed microcomputer hw/sw peripherals and troubleshoot desktop applications and connectivity issues in a Microsoft windows environment.

**Parsons Corporation, Pasadena, California April 2016- April 2017**

**Inventory Management Technician**

* Reimaging or wiping PCs/Laptops. (removing and replacing hard drives .video cards and RAM chips)
* Pack and ships computers; worked to keep computer system accurate by performing a number of functions and analysis.
* Responsible for data entry of all paperwork, receiving documentation, issues, asset transfers, shipping documents and cycle count adjustments.

**Burlington coat factory, West Hills, CA Jul 2013- Dec 2015**

**Receiving Associate**

* Experience in performing receiving of goods
* Hoist shipments from shipping and receiving platform to storage or work area
* Experience in maintaining inventory of the products and operated RF scanner
* Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area

**Global Aid Medical Supply, Van Nuys, CA Jun 2009 -Jun 2013**

**Customer Service Representative**

* Responsible for working at the back of the house with arranging and stocking of medical equipment
* Closed out Invoices and shipped out orders to customers
* Responsible for interactions with customers, by either phone or in-person
* Worked with Microsoft word, excel,outlook