

# ADETUNJI ADEKUNLE SUNDAY

18, SAMORA STREET OFF MOSHALASHI BUS STOP, ALAPERE ROAD, KETU LAGOS STATE.

♦ 08133294946 ♦ [coolsuny00762@gmail.com](mailto:coolsuny00762@gmail.com) , [coolsuny00762@yahoo.com](mailto:coolsuny00762@yahoo.com)

## PERSONAL PROFILE

Marital Status : Married  
Nationality : Nigeria  
Known Languages : English

## CAREER OBJECTIVE

A focused and result-Oriented IT professional with extensive experience in managing schedules. Adept in software Applications and working ability with various operating systems. A team player With strong leadership skills, possessing extensive experience of supporting teams across all Range of work activities. And helping develop and motivate team members to drive towards Continuous improvement.

## EXPERIENCE

- **RED CARE HEALTH SERVICES LTD**  
IT EXECUTIVE / UI /UX DESIGNER  
*2019– TILL DATE*

Duties:

- Administer network and data security, including directory, group policy, firewalls, and email security.
- Perform data backups to ensure all company-owned work is saved.
- Install and update network system improvements.
- Install and configure wireless networking equipment.
- Monitor servers, LAN/WAN, and Wi-Fi to ensure full coverage.
- Assist with the design, implementation, and support of new software and features.
- Respond to IT issues; hardware maintenance, software, networking, etc.
- Set up equipment for new users and employees.
- Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- Monitoring and maintaining computer systems and networks.
- Providing technical support across the company (this may be in person or over the phone)
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology
- Possibly training junior staff.
- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Ensure security of data, network access and backup systems

- **JECS HEALTH (MAX INTERNATIONAL DISTRIBUTOR)**  
CUSTOMER REPRESENTATIVE

2016 – 2018

Duties:

- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Obtaining deposits and balance of payment from clients

- **RED CARE HEALTH SERVICES LTD**  
DATA ENTRY OFFICER (CONTRACT STAFF)

2015 – 2016

Duties:

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Processes customer and account source documents by reviewing data for deficiencies.

- **NIGERIA COMMUNICATION COMMISSION (CHAMS PLC)**  
DATA ENTRY OFFICER

2010 – 2011

Duties:

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Processes customer and account source documents by reviewing data for deficiencies.
- Enters customer and account data by inputting alphabetic and numeric information on Keyboard optical scanner according to screen format.

## EDUCATIONAL BACKGROUND

- **OSUN STATE POLYTECHNIC , IREE** **2003 - 2005**  
SCIENCE LABORATORY TECHNOLOGY
- **OSUN STATE POLYTECHNIC ,IREE** **2006 - 2008**  
APPLIED CHEMISTRY

## TECHNICAL SKILLS

- Front – End Developer: HTML, CSS, JAVASCRIPT & REACT
- Graphics Designer using the follow tools: FIGMA, ADOBE XD, ADOBE PHOTOSHOP, ADOBE AFTER EFFECT, ILLUSTRATOR & COREL DRAW.
- Ability to use EXCEL, MS WORD AND POWERPOINT efficiently.

## CERTIFICATION

- Office 365 Administration Training
- UI / UX, Front – End Developer.

**TTEWorld Ltd**  
**Perxels Design School**

- Foundation of User Experience Design
- HTML, CSS, and JavaScript for Web Developer
- Certification in Fortinet Network Security Expert (NSE 1 AND NSE 2)
- IBM Cloud Intro.
- IBM cybersecurity Intro

**Coursera.com**  
**Cousera.com**  
**Training.fortinet.com**  
**lbn.com**  
**lbn.com**

## INTERESTS

- Reading, Traveling and Discoveries.

## REFERENCE

### **MR DAPO AJIKE - "INVENTIVE DEW TRANSPORT AND LOGISTICS"**

MANAGING DIRECTOR

dapoajike@yahoo.com

+234 818 819 1923

- **EVELYN ADETUNJI OWOBUR - "ARIYO FATAI & CO.**  
**3, Ijaoka Street, Onigbongbo busstop.Maryland."**  
AUDITOR  
greateve2@gmail.com  
07038256151