

# OLALUWOYE GIDEON

+234 8106414355 | [Olaluwoyegideonseyi@gmail.com](mailto:Olaluwoyegideonseyi@gmail.com)

LinkedIn Profile: <https://www.linkedin.com/in/olaluwoyegideonseyi>

**Iwo road, Ibadan, Oyo State.**

## PROFILE SUMMARY

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Enthusiastic Personnel Manager and Competent Data Analyst, with over 3 years' experience in collaborating on personnel management programs, participating and assisting in creating value-added services to help organizations achieve dynamic goals. Skilled at optimizing resources and workflows, planning programs, and creating well-sequenced processes to ensure effective execution, and eager to contribute to team success through smart work, attention to detail and excellent organisational skills. Adept in the use of SQL, Python, PowerBi, R for data identification, analysis and documentation.

## CORE COMPETENCIES

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|-----------------------------|-----------------------|----------------------------|
| • Personnel Management      | • Program Development | • Teamwork & Collaboration |
| • Report Writing            | • Business Analysis   | • Customer Service         |
| • Monitoring and Evaluation | • Creative thinking   | • Research and Analysis    |
| • Statistical Data Analysis | • Program Management  | • Excellent Communication  |

## WORK EXPERIENCES

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### Freelance Data Analyst | April 2021 till date

- Analyses of data using statistical techniques and providing reports
- Development and implementation of databases and data collection systems
- Acquisition of data and maintenance of data systems
- Identification, analyses and interpretation of trends in data sets
- Filtering and cleaning of data
- Working with client organizations, management and businesses to prioritize information data
- Location and definition of new process improvement opportunities

### Assistant Personnel Manager | May 2019 – February 2021

#### Fadlas Technical Services Ltd., New Ikirun Road, Osun State

- Supported the Personnel Manager in the daily administrative operations of the personnel office
- Maintained accurate and current record for all active staff members
- Assumed the responsibilities of the Personnel Manager in his absence
- Coordinated with Personnel Manager in the check in/sign on process and sign off process for all members of staff
- Assisted Personnel Manager in policy formulation, hiring and salary administration
- Submitted online job postings, shortlist candidates and schedule job interviews
- Coordinated orientation and training for new employees
- Ensured smooth communication with employees and timely resolution of queries
- Managed the issuance of identity cards and tags to all members of staffs in accordance to standard operating procedures and policies

- Gathered, organized and forwarded all documentations related to staff members
- Performed other related duties as assigned or as directed Active recruitment of staffs as required by the director

### **Economics & Commerce Teacher for Senior Secondary School | 2018 – 2019**

**National Youth Service Corps (NYSC)** at Government College, Ibadan, Oyo State.

- Develop and plan lesson content and curriculum
- Carry out lesson/training
- Create tests and evaluation materials
- Assessing and reporting students' performance
- Peer Education Training (PET)
- Community Development Services (CDS)

## **EDUCATION**

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### **B.Sc. (Hons) Economics**

**2018**

Second Class (Upper Division)

Osun State University, Osogbo, Osun State.

## **PERSONAL QUALITIES**

- Excellent human relations
- Competitiveness
- Confidence
- Flexibility
- Teamwork and collaboration
- Excellent analytical thinking
- Excellent communication ability
- Attention to detail
- Enthusiasm and willingness to learn
- Time management

## **LANGUAGES SPOKEN**

English, Yoruba

## **Referees:**

Available on request