

SALAMI DARE ILERIAYO

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PROFESSIONAL SUMMARY

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. Design, develop, implement and coordinate systems, policies and procedures. Ensure security of data, network access and backup systems. Act in alignment with user needs and system functionality to contribute to organizational policy. Identify problematic areas and implement strategic solutions in time. Audit systems and assess their outcomes. Preserve assets, information security and control structures.

PROFESSIONAL SKILLS

- Excellent interpersonal, collaboration and problem-solving skill
- Good communication skills
- Team leadership
- Versatile, Flexible and Ability to work with an understanding of professional and ethical responsibility
- Offers dedication to informed patient care, administrative excellence and confidentiality
- Excellent presentation skill and customers service capabilities
- Good documentation and process management skills
- Excellent use of computer – Microsoft Office Suite

PROFESSIONAL EXPERIENCE

SPEEDAF EXPRESS

2021 – Present

*Designation: **Operation manager***

Responsible for planning, coordinating, and monitoring logistics operations such as warehousing, inventory, transportation, and supply chain processes. Responsible for supervising the distribution processes and overseeing the supply chain management to ensure that the deliveries are done timely and accurately. Making sure our customers are given the best service at all time and making sure all staffs comply with the rules and regulations of the company.

GOVERNMENT TECHNICAL COLLEGE, ILE-IFE

2019 – 2020

*Designation: **Mathematics Teacher***

Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning. Develops schemes of work, lesson plans and tests that are in accordance with established procedures. Instruct and monitor students in the use of learning materials and equipment.

NEW HORIZON SYSTEM SOLUTIONS

2016

*Designation: **Assistant Auditor***

Assist in reporting of financial reports on weekly/monthly basis in the security audits, information systems audits, environmental audits. Managed the reports and see to it that they are accurate, to the point and made in accordance with general principles. Made sure the financial records are expressed in view to the organizations internal control unit. Assist in the Inspection and correlation of the overall audit report with balance sheet provided and report it to the seniors for approval.

NIGERIA BUREAU OF STATISTICS

2014 - 2015

*Designation: **Assistant Field Officer (SIWES Program)***

Collecting soil, tissue and samples from fields for analysis, investigating pollution source and preparing report for the head statisticians. Recording of sample data for research. Providing assistance with data entry. Assisting with research work and other projects.

ALKEM NIGERIA LIMITED

2010 – 2013

*Designation: **Store manager***

Receive, store and distribute material, tools and equipment, and supplies throughout warehouse to sustain manufacturing and production activities. Unload truck, check in merchandise, reconcile purchase orders with sales orders, and distribute received inventory to designated production areas. Facilitate inventory management and inform management of low inventory; record inventory counts in company's computer systems.

EDUCATION

THE POLYTECHNIC, IBADAN, OYO STATE.

National Diploma (ND), STATISTIC 2015

Higher National Diploma (HND), STAISTCS 2018

CERTIFICATIONS AND TRAINING OBTAINED WITH DATES

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| • National Youth Service Corp (NYSC) | 2020 |
| • Digital Marketing | 2020 |

REFERENCES

Available on request