

ONAKOYA ISRAEL OLASUBOMI

8, Owoseni Ishola street, Ilesamaja, Lagos.

Phone: +2348132450965

Email: olasubomionakoya@gmail.com

PROFILE

I am an energetic operation's personnel with years of experience in the Farm Operations and Logistics Sector. I seek to drive excellence and professionalism within an organization to provide solutions that deliver high commercial values in the workplace. I seek to further my career in the Technology space and further impact the community at large.

AREA OF EXPERTISE

- Excellent in the use of Microsoft Office tools (Word, Google Office etc.)
- Effective communication skills; oral and written. Great grammar control and construct
- Result-driven
- Operations and Logistics

SKILL- SET

- HTML5, Css/flexbox
- Basic knowledge of Photoshop
- Operations Management
- Service Oriented
- Teamwork and Collaboration

WORK EXPERIENCE

Lagos Boy Farms
Operations Manager

August 2017 – May 2022

- Evaluated suppliers to maintain cost controls and improve operations.
- Reviewed Operations reports to understand numbers and trend.
- Increased Profit by streamlining operations
- Identified procedure or process changes required to improve performance and productivity.
- Control credit files and fulfil credit committee decision.

Secure Drivers Consult
HR Assistant

February, 2015 – August, 2017

- Responded to inquiries by answering telephone calls, in-person questions and emails
- Coordinated and set up meeting materials, presentation and audiovisual system.
- Maintained Office supplies, distributed mail and processed invoices for payment.
- Answered and redirected incoming phone calls for the office.
- Processed employee recruitment and termination paperwork at direction of supervisory staff.
- Created and completed personnel action forms for hires, terminations and updates.
- Posted positions through approved recruitment channels.
- Performed employee document verification.

ACADEMIC QUALIFICATIONS

- **Higher National Diploma (HND), Computer Science**
YABA COLLEGE OF TECHNOLOGY, YABA LAGOS 2021
- **National Diploma (ND), Computer Science**
YABA COLLEGE OF TECHNOLOGY, YABA LAGOS 2013
- **Senior School Certificate Examination (SSCE)**
AJOKE HIGH SCHOOL 2011

REFERENCE

Available on request
