

OLABIYI ABDULRAZAK SHOLA

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PROFILE STATEMENT

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and opportunity that will allow me to utilize my problem-solving skills and build my professional career.

PERSONAL OBJECTIVE

Hardworking professional with experience in office operations, administrative support and customer service, highly organized and self-motivated with excellent communication and interpersonal skills.

Demonstrated ability to prioritize task and meet deadlines, ambitious individual with strong organizational and multitasking skills, as well as an aptitude for technology, ready to apply knowledge and skills to any challenge.

WORK EXPERIENCE

❖ UI/UX DESIGNER

January 2024 till date

*Lagos State Ministry Of Innovation
(Science And Technology)*

Duties:

- Conducting users' researches, creating wireframes and developing user flows
- Designing the user interface of projects and making sure the design is intuitive and user-friendly
- Designing frames and assets for other members of the team to use
- Evaluating finished designs and checking for bugs and errors in the team's works
- Designing the flyers and banners for the month according to the social calendar
- Collaborating with project managers to gather requirements from users before designing ideas.
- Designing process flows and sitemaps of projects

❖ FREELANCE UI/UX DESIGNER

2022 till date

❖ **UI/UX DESIGNER (INTERNSHIP)**

July 2022 – October 2022,

New Horizons System Solution

July 2021 – October 2021.

Duties:

- Conducting users' researches, creating wireframes and developing user flows
- Designing the user interface of projects and making sure the design is intuitive and user-friendly
- Designing the flyers and banners for the month according to the social calendar
- Collaborating with project managers to gather requirements from users before designing ideas.
- Designing process flows and sitemaps of projects

❖ **COMPUTER INSTRUCTOR**

June 2019 – January 2020

Tev – Ova – Ten Academy.

Duties:

- Lecturing and training pupils on the basic uses of computer
- Teaching pupils about graphics designing packages
- Lecturing pupils about the components of the computer system
- Diagnosing and correcting equipment malfunctions
- Teaching students of the fundamental uses of Microsoft Office packages

❖ **COMPUTER OPERATOR/ CAFÉ ATTENDANT**

March 2019 – June 2019.

Tev – Ova – Ten Cyber Café

Duties:

- Designing the business major graphics for adverts and publishment
- Attending to walk-in customers and providing their required services
- Maintaining records of computers and system downtime
- Cleaning, adjusting and making minor repairs to computer equipment
- Diagnosing and correcting equipment malfunctions

❖ **JAMB REGISTRAR/ASST. NETWORK OPERATOR**

Dec. 2017 – March 2018

Al-Miyzan College Jamb CBT Center .

Duties:

- Monitoring the operations of various servers, host systems and network components.
- Maintaining records of computers and system downtime
- Generating JAMB pins for registering JAMB students
- Uploading and updating O' Level results on students' JAMB portal
- Cleaning, adjusting and making minor repairs to computer equipment
- Registering JAMB candidates and capturing their biometrics
- Diagnosing and correcting equipment malfunctions
- Assisting users with software and hardware problems

❖ COMPUTER OPERATOR

May 2016 – October 2017

Onnet Technology NG

Duties:

- Monitoring the operations of various systems used by walk-in customers.
- Maintaining records of computers and system downtime
- Cleaning, adjusting and making minor repairs to computer equipment
- Diagnosing and correcting equipment malfunctions

EDUCATION

- **AJAYI CROWTHER UNIVERSITY, OYO** 2019 – 2023

BSc Degree, Computer Science

- **THE POLYTECHNIC, IBADAN (DPP)** 2017 – 2019

OND Degree, Computer Science

- **AL-MIYZAN COLLEGE, IKOTUN** 2011 – 2017

Secondary School Certificate, WAEC

- **CAROVILLE NURSERY & PRIMARY SCHOOL** 2004 - 2009

First Leaving School Certificate

PROFICIENT SKILLS

- **Languages:** English (fluent), Yoruba (Native)
- **Technical Skills:** Microsoft Office Packages, Corel Draw, Adobe Photoshop, Wordpress, Figma, General knowledge, Internet Operation

CERTIFICATES OBTAINED

- Bachelor of Science in Computer Science
- International English Language Testing System (IELTS Academic)
- West African Examination Council
- Nigeria Aid Group (NAG)
- The CPD Certification Service (CompTIA A+ 1000)
- The CPD Certification Service (User interface design with Figma)

COMPLETED PROJECTS

- Development of an accredited JAMB CBT Centre at Al-Miyzan College, Ikotun
- Development of an accredited JAMB CBT Centre at Best Gift College, Ikotun
- Development of a fully functional network system at the Retail Department of New Horizons System Solution, Ikeja.
- Development of a UI design for a hairstyling brand (Alexis Studio)
- Development of a UI design for an online transactional platform application (Bifrost)
- Development of a UI design for a course recommender system for Ajayi Crowther University, Oyo.

REFEREES

- **Dr. M.O. Oyediran**

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Ajayi Crowther University, Oyo
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- **Dr. O.S. Ojo**

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