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OBAFEMI OLAWALE N.

PERSONAL INFORMATION

- **NATIONALITY**: Nigerian

- **SEX**: Male

- **MARITAL STATUS**: Married

INTRODUCTION/PROJECTS

Highly organized and proactive Virtual Assistant with 3-5 of experience providing exceptional administrative support in dynamic environments. Proven expertise in scheduling, project coordination, event management, and maintaining accurate records. Skilled in managing multiple priorities, ensuring deadlines are met, and delivering high-quality results with attention to detail. Adept at using productivity tools, collaborating with teams, and maintaining professionalism and discretion.

KEY ACHIEVEMENT

- Calendar and Schedule Management
- Project Coordination and Task Management
- Virtual Event and Webinar Support
- Data Entry and Record Keeping
- Research and Information Gathering
- Proficiency in Microsoft Office Suite & Google Workspace
- Strong Communication (Written & Verbal)
- Attention to Detail and Confidentiality Handling

EDUCATION

[2002 - 2006] BABCOCK UNIVERSITY ILISHAN-REMO, OGUN STATE
- BSC COMPUTER SCIENCE

[2006- 2007] NATIONAL YOUTH SERVICE CORPS (NYSC)
- BENUE STATE (NYSC DISCHARGE NO: A001059433)

PROFESSIONAL QUALIFICATIONS

- Project Management Professional (PMP) | 2021
- ISO 22301 Lead Auditor and Implementer | 2022
- Microsoft Certified Systems Expert (Azure & Office 365) | 2018
- Microsoft Certified Systems Administrator | 2010

- ITIL Foundation | 2012
- Cisco Certified Network Professional (Composite) | 2008
- Certified Information Security Manager (CISM) | In Progress

CORE COMPETENCIESs

- IT Infrastructure Management
- DevOps Automation & CI/CD Pipelines
- Software Quality Assurance & Testing
- Business Analysis & Stakeholder Management
- IT Support Services & User Training
- Agile & Waterfall Project Management
- Cloud Solutions Architect (AWS, Azure, GCP)
- Cybersecurity & Risk Management
- Budgeting & Vendor Management
- Leadership & Team Development

PROFESSIONAL EXPERIENCE

[March 2024 – till date] **Renmoney MFB**

Position: **Head of Information Technology Operations**

- Provide strategic leadership for IT infrastructure, DevOps, software assurance, business analysis, and support functions.
- Spearhead the design, implementation, and maintenance of enterprise-level IT systems, ensuring high availability and performance.
- Oversee software development lifecycle processes, ensuring adherence to quality standards and timely delivery.
- Drive DevOps practices, including CI/CD pipeline optimization, automated testing, and deployment.
- Collaborate with business stakeholders to define requirements and deliver solutions aligned with organizational goals.
- Establish IT governance policies, security protocols, and risk mitigation strategies.
- Manage and mentor a multidisciplinary team of 25 IT professionals, fostering a culture of innovation and continuous improvement.
- Develop and manage IT budgets, vendor contracts, and resource allocation plans.

[September 2022 – February 2024] **Renmoney MFB**

Position: Information Technology Operations Manager

- Directed the implementation of scalable infrastructure solutions to support business growth and operational needs.
- Plan, monitor, and enforce Information Technology systems and procedures for all business applications and infrastructure (cloud and On-premises).
- Recommend strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; and anticipating requirements.
- Direct technological research by studying organization goals, strategies, practices, and user projects.

- Acted as a liaison between business units and technical teams, translating business requirements into actionable IT solutions.

- Managed user acceptance testing (UAT) and delivered training sessions for end-users on new software applications.

[May 2019 – August 2022] **Tangerine Pensions Ltd.**
Position: **Head of Information Technology**

- Plan, monitor, and enforce Information Technology systems and procedures.

- Maintain the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technology.

- Direct technological research by studying organization goals, strategies, practices, and user projects.

- Agreeing on costs, timescales, and standards to be met and monitoring these throughout the project.

- Project management and effective coordination of resources and timelines with user departments and data center

- Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; and anticipating requirements.

[February 2018 – May 2019] **GREENWICH REGISTRARS AND DATA SOLUTION**
Position: **Head of Information Technology**
JOB DESCRIPTION

- Coordinate technological research by studying organization goals, strategies, practices, and user projects.
- Design and implement short- and long-term strategic plans to ensure network capacity meets existing and future requirements.
- Project management and effective coordination of resources and timelines with user departments and data center.
- Maintain the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technology.
- Develop, implement and maintain policies, procedures and associated training plans for resource administration and appropriate use.
- Manage information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems.
- Co-ordinate, plan and direct the design, installation, and connectivity of Servers, network infrastructure, and workstations to ensure the stable operation of the organization's IT assets.

[December 2015 – February 2018] **GREENWICH REGISTRARS AND DATA SOLUTION**
Position: **Head of Enterprise Network/security and Infrastructure Unit**

JOB DESCRIPTION

- Design and implement short and long term strategic plans to ensure network capacity meets existing and future requirements.
- Develop, implement and maintain policies, procedures and associated training plans for network resource administration and appropriate use.
- Plan, acquire and coordinate installation of in-house and remote hardware and software across the organization's network.
- Perform cost-benefit and ROI analysis for proposed systems to aid management in making decisions.
- To plan, direct and coordinate the design, installation, and connectivity of computer system and network infrastructure to ensure the stable operation of the organization's I.T assets.
- To develop, configure, maintain, support and optimize all new and existing network hardware, software and communication links.
- Implement IT Security initiatives that will secure the company's infrastructure, review potential threat and implement countermeasures.

[March 2013 - November 2015] **AXAMANSARD INSURANCE PLC.**
Position: **Head of Enterprise Network/security and Infrastructure unit**
JOB DESCRIPTION

- Secure Mansard's IT environment by sensitizing system users on IT Security issues.
- Implement IT Security initiatives that will secure the company's infrastructure, review potential threat and implement countermeasures.
- Assess the operational efficiency, compliance with industry standards, and effectiveness of the network strategies that are implemented throughout the company. Also, exercise professional judgment in making recommendations that may impact business operations.
- Administer and control users' access on the company's resources (Email, File-Server, Domain Access), establish document migration procedures and test results.
- ✞ Provide support to welcome centers outside the Head office.
- Monitor the messaging, exchange, internet, intranet, website, backup and recovery
- Monitor and ensure connectivity on Local Area Network and Wide Area Network support to Agency offices outside the Head office
- Proper documentation of application set-up procedures, issues/problems resolution monitor applications for efficient performance and conduct regularly.

[March 2008 – February 2013] **AXAMANSARD INSURANCE PLC.**
Position: **Team Lead Enterprises Information Technology Support**
JOB DESCRIPTION

- Installation, configuration, and troubleshooting computer hardware, desktop applications, systems, networks, printers and scanners for end users
- Investigating, diagnosing and solving computer software and hardware faults

- Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes to restore service to the end user as soon as possible; escalating incidents to other support teams where necessary.
- Installs computer hardware, peripherals, and application software for the purpose of maintaining a safe operating environment for the users

- Managing of IT equipment, consumables, and other supplies.
- Providing first level support in repairing and replacing faulty parts of computer systems
- Maintaining records of software licenses
- Administers IT policies regarding use of computers and data access to ensure compliance with organizational policies and guidelines.
- Ensure compliance to all IT support operating procedures and ensure accuracy in all logs

LANGUAGES

- English

- Yoruba

HOBBIES

- Reading

- Traveling

- Sports

- Manage and maintain knowledge of technical changes and provide training to existing and new employees.

[NOV. 06 – AUG 07] **PZ CUSSONS NIG. PLC,.MAKURDI DEPOT**
Position: **DEPOT SERVICES AND COMPUTER OPERATOR**

[JUNE – SEPT 2005]**GLA XOSMITH KLINE NIGERIA PLC**
Position **I.T SUPPORT TEAM**

[JUNE – SEPT 2004] **BALOGTECH COMPUTERS IKEJA, LAGOS**
Position: **SALESPERSON & COMP. ANALSYT**

STRENGTH & ABILITY

- As a network security professional, who is able to identify the tenets of security as it relates to organizational growth and ability to mitigate the threats and vulnerability to the company's asset by providing safeguards.

- Ability to perform penetration testing with 55 tools used by information security officers.

- Work as a team player and take a leadership role

REFERENCES

Available upon request.