

SUNDAY OLUWAPELUMI TEMITOPE

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Iyana - Ipaja | Lagos | Nigeria | Reference Available on Request

<https://linkedin.com/in/sunday-oluwapelumi-94493a217> | English & Native Language Lingual

Highly motivated and results-oriented Management Personnel with a strong background in managing and optimizing business and office processes. Proven track record of driving efficiency, productivity, and cost savings through process improvement initiatives. Skilled in analyzing operational data, identifying bottlenecks, and implementing effective solutions to enhance overall operational performance. Experienced in developing and implementing standard operating procedures (SOPs) to ensure consistency and adherence to quality standards. Proficient in software, technology and customer service, with a focus on delivering projects on time and within budget

SKILL SET

- Python Programming
- Django | Web Development
- MySQL | SQLite | MongoDB (Python)
- Tailwind CSS | HTML | JavaScript | Angular
- Laravel Web Framework
- C# Programming Language
- Flask Web Framework
- Customer Service
- Office Administration
- Communications
- Sales Management
- Microsoft Office Suite

EDUCATION & CERTIFICATIONS

- Lagos State University of Science and Technology, Ikorodu Lagos: **National Diploma OND - Computer Engineering:** 2023

CAREERS & EXPERIENCES

- JOAN ISREAL ACADEMY: **ICT Educator & Trainer:** 2023 – Present
- FEKOMAS COLLEGE IPAJA LAGOS: **Assistant Bursar:** 2020 – 2023
- MAKENEW CONCEPT IPAJA LAGOS: **Personal Assistant:** 2019 - 2022
- OLAJESU COMMUNICATIONS: **Mobile Engineer:** 2018 – 2019

OTHER POSITIONS HELD

- God's Favour College Ipaja Lagos: **Educator:** 2019 – 2020
- Four Brother's Nigeria Limited Lekki Zone II: **Factory Attendant:** 2017 – 2018

ACHIEVEMENTS AND CORE OPERATIONS AT JOAN ISREAL ACADEMY

- Develop and deliver engaging and interactive lessons in ICT, computer science, and digital literacy.
- Teach students how to effectively use various software applications, computer programs, and digital tools.
- Guide students in understanding computer hardware and troubleshooting common technical issues.
- Introduce students to programming languages, coding concepts, and computational thinking.
- Foster a supportive learning environment that encourages student participation, creativity, and critical thinking.
- Assess and evaluate student progress through assignments, projects, tests, and examinations.

ACHIEVEMENTS AND CORE OPERATIONS AT FEKOMAS COLLEGE

- Preparation of school accounts records
- Provision of needed items in the school
- Mathematics teacher
- Assist with the preparation and distribution of financial statements, invoices, and reports to students, parents, and other stakeholders.
- Respond to inquiries from students, parents, and staff regarding billing, payment plans, and other financial matters, providing excellent customer service.
- Collaborate with other departments, such as admissions and financial aid, to ensure accurate and timely processing of financial transactions.

ACHIEVEMENTS AND CORE OPERATIONS AT MAKENEW CONCEPT

- Managing and maintaining the executive's schedule, appointments.
- Screening and managing phone calls, emails, and other correspondence.
- Organizing and attending meetings, taking minutes, and preparing meeting materials.
- Conducting research and preparing reports, presentations, and other documents.
- Handling personal errands and tasks for the executive, such as making reservations or managing household matters.
- Coordinating with other staff members and departments to ensure smooth workflow and communication.
- Maintaining confidentiality and handling sensitive information with discretion.
- Providing general administrative support, such as filing, data entry, and record-keeping.

ACHIEVEMENTS AND CORE OPERATIONS AT OLAJESU COMMUNICATIONS

- Collaborate with product managers, designers, and software engineers to define and implement mobile application features
- Design and develop mobile applications for iOS and Android platforms
- Write clean, maintainable, and efficient code
- Conduct thorough testing and debugging of mobile applications
- Ensure mobile applications are optimized for performance and responsiveness
- Stay up-to-date with the latest mobile application development trends and technologies

OTHER ACHIEVEMENTS AND CORE OPERATIONS

- Written and Verbal communication skill
- Creativity and Team work
- Fast learner with the ability to learn new concept and idea sharply.
- Fully competent in Ms word Excel and Outlook
- Typing speed 50wpm
- Fast and consistent on the job
- Problem solver and capacity building
- Corporate effectiveness development
- Personal effectiveness development
- High level of honesty, integrity and morals
- Responsible and Discipline
- Creative, innovative and dynamic