

DADA SODIQ OLUWASEUN

Contact Address: 6 Owoade Adigun Street Bashorun Market Ibadan Oyo State.

Tel: 08147638237, 09016524637

Email Address: hessdeeque97@gmail.com

PROFILE SUMMARY

An effective leader and problem solver who excels at streamlining operations to decrease costs and promote organizational efficiency. Highly committed to ensuring quality of services and products, result-oriented individual with excellent written and oral communication skills. My career aim is to gain a role which allows me to further my expertise and also to develop the skills learned through my university studies and internship. I also want to work in a globally competitive environment on challenging assignments that will result in company growth and in return the benefit of good job satisfaction.

KEY SKILLS AND COMPETENCE

- Excellent written and oral communication skills.
- Good knowledge of Word, Excel, Internet and e-mail packages.
- Project Management
- Team leadership
- Strategic Planning.
- Distribution and warehousing
- Possession of self-drive and initiative.
- Budget Evaluation and Analysis

WORK EXPERIENCE

SendMe Nigeria, Ibadan

Aug 2020 - Till date

Head Of Operations

- Reviewing financial reports each day and investigating variances with accounting staff to keep records accurate.
- Directing day-to-day operations focused on attainment of key business metrics.
- Preparing and proofreading reports detailing operations activities.
- Managing and maintaining file system covering expenses, reports and support documentation.

National Youth Service Corps (NYSC)

Aug 2019-Jul 2020

Islamic High School, Ibadan

Mathematics teacher

- Filing reports and appropriate paper work on students, which included assessing student progress.
- Developing classroom lesson plans and successfully delivering lectures to class.

- Motivating students to maximize academic performance by providing additional learning materials.
- Collaboration with colleagues by participating in team meetings, sharing ideas, contributing to team goals.

Intern, Aces Nigeria, Ibadan

Jan 2020-May 2020

Operation/Strategy Officer

- Applying performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Entering data into Google sheets, implementing tight safeguards to secure financial and personal information
- Managing quality programs to reduce overdue compliance activities
- Improving productivity while reducing staffing and operational costs by 20%.

Intern, De Shalom Pharmaceutical Lab, Ilesa

Feb 2018-Jul 2018

Quality Assurance Officer

- Responsible for determining, negotiating and agreeing on in-house quality procedures, standards and specifications.
- Specifying quality requirements of raw materials with suppliers.
- Carrying out laboratory works on drugs to ensure compliance with relevant NAFDAC regulations.
- Investigating and setting standards for quality health and safety

EDUCATION

- Obafemi Awolowo University, Ile-Ife, Osun State. 2015 - 2019
Bachelor of Science (Honours) Biochemistry
- Obafemi Awolowo University International School, Ile-Ife, Osun State. 2008 – 2014
Senior Secondary Certificate Examination

PROFESSIONAL CERTIFICATION

- PSC Work Resources, Ile-Ife, Osun State April-July 2019
Certificate, Project Management using Ms-Project

INTEREST AND ABILITIES

Reading, research and adventures

REFEREES

Available on request