

# OLATUNJI AZEEZ OGUNSOLA

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## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. A hardworking and passionate manager with strong organizational skills hardly pass on opportunities to learn new things. Ready to help the team achieve company goals.

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## SKILLS AND COMPETENCE

### Technical Competence

- Data Analytics
- Microsoft Excel
- Google Spread Sheet
- Structured Query Language (SQL)
- Microsoft Power BI

### Soft Skills

- Excellent Communication
  - Mission-oriented
  - Leadership
  - Market Intelligence
  - Inventory Management
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## WORK EXPERIENCE

### Sales Analyst

Spiral Galaxy Enterprises, Lagos Nigeria

October 2021 – Current

- Collaborate with business-unit leaders to identify and prioritize problems, resulting in a 15% increase in efficiency in addressing critical issues.
- Conduct data cleaning and validation of existing spreadsheets, enhancing data integrity by 20% and ensuring more accurate data analysis and entry.
- Deliver key metrics for sales, credit, and warranties, contributing to a 32% increase in overall sales revenue and a 25% improvement in credit approval rates.
- Produce scheduled and ad hoc reports using MS Excel, SQL, and Power BI, resulting in a 30% reduction in report generation time and facilitating quicker decision-making processes.
- Develop accurate sales forecasts by analyzing sales feedback, leading to a 12% increase in forecast accuracy and enabling more informed strategic planning.

### Warehouse Manager

Sagar Overseas Limited, Lagos, Nigeria

July 2020 – September 2021

- Supervised and trained 15 warehouse teams to uphold safety and compliance with regulations.
- Resolved issues involving dispatched products to maintain a high level of customer service.
- Controlled warehouse order selection, packaging and truck loading.
- Oversaw building security, opened and closed premises and addressed concerns with security personnel.
- Directed daily operations for five 1800-square-foot warehouses containing over 400 products with 30 workers.
- Optimized warehouse space to maintain organized inventory.

### Subject Teacher (National Youth Service Corps)

Sure Foundation Model High School, Ibadan Nigeria

March 2019 – February 2020

- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.
- Instructed students on the principles and concept of Government and used exceptional instructional strategies to maximize learning.

- Developed lesson plans that incorporated mandated topics and included immense activities for student engagement.
- Supported students outside of class environments by contributing to assemblies, athletic events, and special performances.
- Administered quizzes and tests, and documented grades.
- Incorporated opportunities for students to collaborate, think critically and problem-solve.

## **Intern**

Lagos State Ministry of Physical Planning and Urban Development, November 2013 – July 2014

- Served in Lagos State Planning Information Centre (LASPIC).
  - Developed and maintained professional relationships with internal employees and clients..
  - Delivered clerical support by handling a range of routine and special requirements.
  - Answered incoming telephone calls, took down messages and provided information.
  - Sorted and organized files, spreadsheets, and reports.
  - Collaborated in a professional team to solve workflow issues.
  - Worked on projects using knowledge gained in classes to put together recommendations for issues.
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## **EDUCATION**

### **Higher National Diploma (HND)**

Urban and Regional Planning

Yaba College of Technology, Yaba, Lagos. (February 2018)

### **Ordinary National Diploma (OND)**

Urban and Regional Planning

Yaba College of Technology, Yaba, Lagos. (March 2015)

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## **CERTIFICATIONS AND TRAINING**

### **Geographic Information System (GIS) Specialization**

University of California Davis (January 2023)

### **Project Management Professional (PMP) Certification**

Google Project Management Professional PMP (March 2022)

### **Six Sigma Principles**

University System of Georgia (December 2021)

### **New Models of Business in Society**

University of Virginia (August 2020)

### **Digital Marketing**

Google Digital Skills for Africa (February 2020)

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## **REFERENCES**

Available upon request.