

# Demi O. Olabanji

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## Professional Summary

Strategic project management professional with track record of stakeholder management, project planning and KPI delivery. Strong understanding of business drivers and financial reporting standards. Applies in-depth knowledge and understanding of client contracts to oversee and manage projects.

## Experience

### Operations Manager

07/2022 - I currently work here

SoftwareONE

London , England

- Developed strong Software and Cloud product knowledge, how they are used and what they are required for. E.g, Microsoft 365, Dynamics 365, Enterprise Agreements, MPSA, Cloud Support Programs CSP.
- Ensuring Invoices are being paid accordingly and chasing to ensure outstanding payments are not affecting future orders.
- Managing quote creation, order processing, and day-to-day Customer and Partner request.
- Developing strong knowledge of leading industry trends through ongoing training with Software Publishers.
- Acting as key resource for leading industry volume licence offerings
- Sourced vendors and suppliers for business needs and negotiated terms for optimum service delivery.
- Liaised with potential customers to determine needs and provide recommendations.
- Set up business contracts, obtained signatures and processed paperwork.

### Engineering Administrator

06/2021 - Current

Elis UK Limited

London, United Kingdom

- Raised Capital investments
- Assisted General Manager with monitoring Engineering Fuel Trends figures
- Managed execution of contracts and prepared POs for projects ranging from £5000 to £21000
- Managed the engineering cleaning department
- Organized Health and safety training for Engineers
- Enrolled and trained newcomer Engineers
- Liaised with a variety of stakeholders to exceed expectations of service, ensuring goals and objectives were being successfully met.
- Assisted project managers with a variety of different tasks and communicated effectively with designers and other personnel.
- Attended meetings and site locations to gather data for project work.
- Estimated construction costs for building projects.
- Presented project plans and updates to managers, clients, customers and general public.

### Costumer service assistant

01/2019 - 01/2021

John Lewis and Partners

London, United Kingdom

- Answered phone calls, audits, next alarms, documenting and deliveries.
- Supported the team in improving operations and resolving issues to deliver top-notch customer service.
- Provided excellent leadership skills to maintain steady and productive operations.
- Maintained records regarding stock and inventory queries.
- Improved client consultations and determine needs through team management.
- Multitask in a fast-paced environment.
- Spearheaded special projects and resolved complex problems that impacted management and business direction.
- A credited employee of the month for steadfastness and a creative approach towards work.

### Architectural Administrator

05/2015 - 09/2015

Bolans Architect

London, United Kingdom

- Customer Service, telephone and e-mails
- Filed and handled documents
- Sketchup
- Created and completed floor plans digitally, visited, and captured visuals of building sites for further

analysis and development.

- Coordinated daily and weekly schedules and monthly calendar obligations
- Responded to requests for immediate office support.
- Assisted architectural projects using photoshop and sketch up

## Education

### **SheCodes : SheCodes - Workshop**

2021

#### **London, ENG**

HTML Elements, Developer tools, Coding editor, Prettier, Slack, CSS Selectors, VS Code Tips, CSS Properties, CSS Colors, Color palettes, CSS Positioning, CSS Spacing, CSS Borders, CSS Pseudo-selectors, Default CSS Styling, HTML Container Elements.

JavaScript in the Browser, JavaScript Variables, JavaScript in HTML, JavaScript If Statements, JavaScript If Else statements, JavaScript Logical operators, JavaScript Functions, JavaScript Selectors, JavaScript Events, JavaScript Refactoring

### **BTEC DDD (equivalent to an A) Grade 144 UCAS point: Christ the king - Art and Design**

2018

#### **London**

Fine Art, Fashion Promotion, Graphic Design and Photography.

### **GCSEs: Harris Academy**

2016

English(C) English lit (B) Maths (C) Art (A) R.E (B), french(B)Science(C)Japanese Speaking(A)

## Core Qualifications

- Project handling
- Software products Knowledge
- Cloud based products knowledge
- Customer Service
- Filing & Documenting
- Quotations, Invoices and PO's
- Dynamics
- Microsoft Excel
- Problem-solving
- Telephone skills
- Photoshop
- Secretarial
- Photoshop
- Excellent customer service
- Customer Service
- Leadership
- Meetings
- Full UK Driving License
- HTML
- CSS
- JavaScript

## Interests

- Art and Design
- Black Belt martial arts student
- Anime
- Gym

## Personal Information

Driving License