

GBENGA AYOMIDE OGUNJOBI

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Yidi Area, Apete, Ibadan, Oyo State.

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Sex: Male

Marital Status: Married

OBJECTIVES

To obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

EDUCATION

2015 – 2020	University of Ibadan ▢ <i>BSc. Psychology (Second Class Honours (Upper Division))</i>	
2001 – 2004	Reliance International High School ▢ <i>Senior Secondary School Certificate</i>	Ibadan
1998 – 2001	Mount Olivet Grammar School ▢ <i>Junior Secondary School Certificate</i>	Ibadan
1991 – 1998	Auntie-Pat Nursery & Primary School ▢ <i>Primary School Leaving Certificate</i>	Ibadan

EXPERIENCE

2009 – 2017	O. A. ABIOSE & CO. (Legal Practitioners) <i>Administrator/Personal Assistant</i>	Ibadan
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Key Roles and Responsibilities

- Direct day-to-day office operations, provide administrative support for legal services, and enforce office procedures.
- Oversee all employee benefits, such as allowance, health insurance enrollments and renewal.
- Custodian of the Firm calendar and/or diary – monitor and update.
- Manage the firm's schedules and run general administration for the firm.
- Conduct legal research
- Scheduling court depositions hearings and client meetings.
- Proofread all legal applications to ensure that all information have been properly included and for spelling errors.
- Drafting/Preparing, filing, organizing, scanning, copying and faxing legal documents.
- Organising solicitor schedules e.g. court, meetings, travel arrangements.
- Organize firm-related meetings and events.

2017 - 2018	HAMEX INVESTMENT LTD. <i>Operations/Special Duties Manager</i>	Ibadan
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Key Roles and Responsibilities

- Maintain constant communication with the Managing Director, staff and vendors to ensure proper operations of the company.
- Develop, implement and maintain quality assurance protocols.

- Ensure that operational activities remain on time and within budget.
- Oversee materials and inventory.
- Work closely with legal and safety departments to ensure that activities remain compliant.

2018 – 2020	BATOLAT CONSULT <i>Administrator</i>	Ibadan
2020 – 2022	POWERGEN ENGINEERING LTD. <i>Administrator/ Branch Manager</i>	Lagos/Ibadan

Key Roles and Responsibilities

- Prepare daily/weekly/monthly and Quarterly reports for the Business Development and Managing Director.
- Custodian of the company calendar – monitor and update.
- Oversees and administer the day-to-day activities of the office; develops policies, procedures, and systems, which ensure productive and efficient office operation.
- Developing and implementing new office management systems that increase efficiency and effectiveness.
- Monitor legal and insurance relationship for the organisation, i.e. liaise with the retained legal secretary and insurance brokers.
- Source for business opportunities and business leads by marketing to new customers and rekindling old customer relationships.
- Maintains relationships with clients by providing support, information, and guidance.
- Follow through clients enquires and order to ensure prompt attention.
- Liaise with other units in fixing technical issues concerning clients.
- Maintain the Company's online presence and general online marketing.
- Collate and logs daily and weekly sales reports by collecting, analysing, and summarizing information.
- Maintains professional and technical knowledge of products and services by attending educational workshops.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options.
- Acts as an intermediary between the Managing Director and employees of the group
- Ensures discipline is maintained within the organization.
- Communicate operational guidelines and code of conduct for each discipline and department.
- Serve as a go-to for office inquires and conflicts

2022 – 2024	O & A PROPERTIES <i>Manager</i>	Ibadan
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Key Roles and Responsibilities

- Property lease, sale and management.
- Project management.
- Property registration

2022 – 2024	Parach Computers <i>Freelancer</i>	Ibadan
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Key Roles and Responsibilities

- Website development and management

CERTIFICATION

2009	Climax Technology □ <i>Diploma in Computer Studies and Programming.</i>
2020	University of Ibadan □ <i>Computer Proficiency</i>

2023 Parach Computers
▣ *FullStack Web Development*

DIGITAL SKILLS

- Coding - Web Development (HTML, CSS, JavaScript, React.js, Git, Github, Node.js, MySQL Database, MongoDB, Machine Learning, API.
- Microsoft Office
- Digital marketing
- Freelancer

SKILLS

- Excellent verbal and written communication skills, i.e. a strong command or corporate English and a good listener.
- Strong leadership and team management.
- Administrative report writing.
- Property sales and management skills
- Proficient in using Microsoft Office and/or its equivalent.
- Social Media Savvy and Digital Marketing.
- Attention to detail.
- Strong presentation abilities.
- Good initiator and negotiation skills.
- Time management.
- Excellent strategy implementation and good use of initiative.

REFREES

Available on request.