**OKE AYODIPUPO SOLOMON**

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**CAREER OBJECTIVES**

To provide world class solutions in a dynamic platform that will facilitate the objectives and goals of the organization with honesty, hard work, promptness and abiding by the rules and regulations

**SKILLS**

* Administrative skill
* Record keeping
* Communication
* Data management/entry
* HTML coding
* ERP management
* Computer operation
* Customer relation/ interaction
* Microsoft office skill
* Networking

**EMPLOYMENT HISTORY**

***Computer studies and Data processing (2022 – Till date)***

**ELIAS INTERNATIONAL SCHOOL**

* Organize, maintain and manage class systems in proper working condition.
* Teach students and learners to and operate computers.
* Design and develop appropriate computer instructional material.
* Manage and monitor student behavior.
* Initiate and implement systems, procedures and other student management issues.
* Develop and implement lesson plans and classroom activities in conjunction with the student management issues.
* Conduct group training sessions (practical).
* Maintains and troubleshoot server and networks issues
* Integrate special lesson plans with core academic curriculum.
* Collaborate with the school ERP developer to ensure smooth operation of the school portal.

**BARACHEL MODEL COLLEGE**

***Head ICT Department (2018-2022)***

* Organize, maintain and manage class systems in proper working condition.
* Teach students and learners to and operate computers.
* Design and develop appropriate computer instructional material.
* Manage and monitor student behavior.
* Initiate and implement systems, procedures and other student management issues.
* Develop and implement lesson plans and classroom activities in conjunction with the student management issues.
* Conduct group training sessions (practical).
* Determine and troubleshoot technology services for staffs.
* Coordinate and collaborate with lead teacher, principal and instructional coaches.
* Integrate special lesson plans with core academic curriculum.
* Collaborate with the school ERP developer to ensure smooth operation of the school portal.

**BORN TO REIGN MODEL SCHOOL**

***School Administrator (2018)***

***Mathematics, Computer teacher and Music Instructor.***

* Overseeing the day to day activities in the school.
* Attending to parents, teachers, pupil’s complaints or demands on daily basis.
* Taking and implementing decisions in the absence of the school proprietor and management when necessary.
* Reports the daily activities and happenings in school to the management where and when necessary.
* Conducting interviews for applicants.
* Maintains good cordiality and interpersonal relationship with parents, teachers, and pupil on behalf of the school management.

**ADIBS INSTITUTE OF COMPUTER TECHNOLOGY**

***Technical crew member (2017)***

* Software and hardware installations.
* System maintenance roles.
* Sales and supply of computer gadgets.

**BANNA PAINTS LIMITED**

***Production Manager (2016)***

* Planning, coordinating and controlling manufacturing product.
* Maintaining required quality of the product.
* Keeping proper control over the inventory.
* Develop project budget and maintain expenses within the budget.
* Takes crucial decisions on the implementation of new formulations for paints products.

**DE-FAVNIK NIGERIA ENTERPRISES**

***Personal Assistant (2015)***

* Working hand in hand with the Executive Officer
* Dealing with correspondence and phone calls from the client .
* Managing diaries and organizing meetings and appointments.
* Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
* Carrying out background research and presenting findings.
* Keeping daily stock record and account.

**PROVIDENT PAINTS INDUSTRIES LIMITED**

***Production Manager (2015)***

* Purchasing production equipment
* Designing production work and establishing work standards.
* Inventory management.
* Measurement and monitoring of productivity.
* Works at different levels and departments, with professionals in the field of production (water and oil based finishing).
* Keeping product stock of sales representatives on a daily basis as well as storeroom stock.
* Monitoring the loading of vehicles to sales depot.

**FUR-REAL VENTURES *Assistant Production Manager (2011)***

* Overseeing quality control and ensuring products are produced on time or projects completed within the deadline.
* Procuring and monitoring the use of equipment.
* Checking product standards and applying quality-control programs.
* Liaising among different clients and departments, completing paperwork of the production manager and performing various tasks as assigned by the production manager.
* Keeping product stock of sales representatives on a daily basis as well as storeroom stock.
* Monitoring the loading of vehicles to sales depot.

**COBECH PAINTS LIMITED**

***Assistant Production Manager (2009)***

* Designing production work and establishing work standards.
* Planning, coordinating and controlling manufacturing product.
* Checking product standards and applying quality-control programs.
* Keeping product stock of sales representatives on a daily basis as well as storeroom stock.
* Monitoring the loading of vehicles to sales depot.

**ROYAL DÉCOR NIGERIA LIMITED**

***Factory Assistant (2006)***

* Mark and tag components as necessary.
* Check quality of various products before packing.
* Check quality of prepared product before distributions .
* Position, align and adjust work pieces.
* Keeping product stock of sales representatives on a daily basis as well as storeroom stock.
* Monitoring the loading of vehicles to sales depot.

**EDUCATION**

**Higher National Diploma(Computer Science)** *Upper credit*  **2018**

Lagos state Polytechnic,

Ikorodu, Lagos State.

**National Diploma (Computer Science)** *Upper credit* **2009**

Lagos state Polytechnic,

Ikorodu, Lagos State.

**O Levels including English Language 2006**

African Church Model College

Ifako- Ijaye, Lagos state.

**Mathematics, English, Economics, Physics**

**Chemistry, Biology, Yoruba, Agric.Science,**

**First School Leaving Certificate,**  **1999**

Our Lady Fatima Private School

Akoka- Bariga, Lagos State.

**HOBBIES AND INTERESTS**

Studying

Surfing the web

Learning about information technology

Playing musical instruments

Interacting with people

**REFERENCES**

To be provided on demand.