

OGUNDEKO OLUWASEUN EMMANUEL

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SUMMARY

Computer science student and business enthusiast. Consistently commended by lecturers and internship supervisor for programming abilities, professional handling of Microsoft packages, ability to adapt to any situation, grasp of multiple technologies and attention to detail. Strong background in customer relations.

SKILL HIGHLIGHTS

- Python Programming
- Microsoft-Office
- Communication skills
- Strong decision maker
- Data-driven
- Scikit-Learn
- Innovative
- Service-focused
- Problem solver

EXPERIENCE

Operations Assistant - 2021

TSAGEandTBOG Consult, Opebi, Lagos.

- Act as second-in-command to the manager, and taking care of all duties in her absence.
- Assist the Manager with operational issues.
- Schedule meetings and team building sessions as required.
- Promptly answer the questions of clients and other stakeholders.
- Provide excellent customer service and maintain relationships with vendors.
- Prepare and file forms and other documents.
- Assist with recruitment and onboarding processes.
- Take inventory and order office supplies as needed

Course Coordinator – 2020

TSAGEandTBOG Consult, Opebi, Lagos.

- Cooperated with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Used a range of tools to acquire information and interpret data as a research assistant.
- Write up reports and present findings and schedules to management and other stakeholders.
- Scheduled regular meetings with faculty and provide resources to support teaching and learning as a course coordinator.

Volunteer Member Logistics and IT Team - 2019

TSAGEandTBOG Consult, Opebi, Lagos.

- Served as point of contact for clients on any Logistics related issues.
- Collaborated with customer service, Quality, Planning and Purchasing to resolve issues or queries they may have.
- Worked with IT Team to ensure smooth running of our online presence.

IT Engineer - 2018

Blessing Computers Limited, Computer Village, Ikeja.

- Performed many technical and collaborative tasks to fix and update laptop and desktop systems.
- Carried out quality assurance tests with Team Lead to discover errors and optimize usability.
- Tested and repaired computer hardware components, such as circuit boards, memory devices and sometimes routers.
- Performed maintenance check on computer systems brought back to the company.
- Sometimes assist the Walk-in store in sales of gadgets.

EDUCATION

- Mastercard Foundation/Young African Works: **Jobberman Soft-skill Training-** 2021
- Ordinary National Diploma (OND): **Computer Science** - 2019 – 2022
Yaba College of Technology, Lagos State.
- Bincom Dev Center: **Certificate of Participation (Python Beginners Class)** – 2022
- Bincom Dev Center: **Certificate of Participation (Python Intermediate Class)** – 2022
- NIIT Fortesoft: **Certificate in Programming with Python** – 2022