

Toba Ojo

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D.O.B: 6/11/95

A Computer Science graduate and self-taught diligent and adaptable professional who uses excellent communication skills to develop strong relationships with clients and colleagues. Demonstrates strong problem-solving capabilities to work towards challenging targets. Currently looking for an opportunity to use and further develop my skills and knowledge in a Front End Dev role.

Work

Gravitas Recruitment Group: February 2019 – Current – Systems and Operations Administrator

- Promoted to Systems and Operations Administrator.
- Training and mentoring the MI Consultant and Database administrator to cover new and different areas of the business.
- Testing the usability of new applications/systems to integrate and providing feedback to Commercial Manager
- Offering statistical analysis of KPIs to include average rates, fees and other areas of decision support as requested by the business and actively seeking out additional opportunities for data analysis.
- Acting as a CRM system super-user, assisting with employee queries and managing the ticketing system.
- Acting as a second point of contact with the CRM supplier for all queries, enhancements and upgrades.
- Creating Complex reports for stakeholders using Microsoft Excel

Gravitas Recruitment Group September 2017 – February 2019 – Systems Administrator

- Generating and maintaining key MIS / KPI business reports using Excel
- First point of contact for all PC, Telephone and CRM Database issues for all internal employees across 5 offices.
- Developing and maintaining new reports/systems to meet the business' requirements
- Maintaining data standards in the database, ensuring adherence to current data protection legislation
- Writing database documentation, including expected data standards, procedures and definitions
- Performing CRM maintenance tasks including updating record ownership, departments and coding, in line with business requirements
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Vue Lakeside June 2017 – 2017

- Taking payments using the cash register
- Advising customers on specific products
- Serving customers
- Keeping track of stock
- Assisting managers when needed

Primark Lakeside May 2014 - 2015

- Shelf stacking
- Taking payments using the cash register
- Advising customers on specific products

- Serving customers
- Keeping track of stock
- Assisting managers when needed

Education

Kingston University, London:

- Graduated with a 2:1 degree in Computer Science from Kingston University in 2017
- Course representative for the Computer Science course.

Modules studied:

- 3 years of programming (Java, PHP, JavaScript)
- User Experience and User Interfaces
- Database and UML design (Using SQL)
- Advanced databases and the web (Using SQL)
- Business analysis and solution design
- System environments
- Networking and operating systems
- IT Toolbox
- Final year Project and dissertation which involved creating an android application using Java and NoSQL database called Firebase.

Palmers College, Grays: Finished Palmer's college studying BTEC Science at Level 3

Use of Maths and Biology at AS level.

Campion School, Hornchurch: 12 GCSEs at A - C Including Maths and English

Achievements and key skills:

- Capable programming skills in JavaScript (I am currently learning React)
- Java, PHP, and JavaScript
- HTML5 and CSS3 (I am currently learning Materialise and Bootstrap)
- Sass
- SQL,
- A good knowledge of object-oriented programming principles
- Experience with SQL and NoSQL databases
- Good understanding of the software development life cycle
- Very Strong Microsoft Office skills
- Excellent IT Knowledge
- Familiarity with Android development
- Strong planning and organisation skills
- Confident Communicator
- Excellent knowledge of Agile methodologies.
- Strong attention to detail
- Voted Non-Sales/ Back office MVP in July 2018 and July 2019
- Nominated for people's Champion for 2018

- Created, tested and implemented Bullhorn database test for Asia consultants in Hong Kong and Singapore offices.

A little more about me:

I have participated in many fundraising campaigns and charity work at Whitechapel.

I am an avid sports fan. Playing and watching. I love Football (Liverpool fan) and Basketball.

I love all things tech and gaming.

I'm into Men's fashion

I have been told that I am always very calm and very easy to work with.

I can plan and prioritise workload effectively and I am very flexible when approaching tasks and can keep calm under pressure.

I understand the importance of communication, so I strive to make sure my communication skills are effective and relaxed.
