# 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

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 an 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.