

# OLUWASEYI AJAYI

## PROJECT SUPERVISOR

### PROFESSIONAL SUMMARY

Adaptable professional with 3+ years of experience and a proven knowledge of advanced technology ,problem solving with terrific planning and resolution skills; known as a valued contributor to team based environment. Diligent and effectively managing task. Pursuing a new role where hard work and dedication will be highly valued.

### CONTACT INFO:

Mobile: (234) 703125-0947  
Email: syst92@gmail.com  
Address: Kosofe ketu Lagos

### EDUCATION

#### **Ekiti State University, Ado Ekiti**

*Bachelor of Science in Computer science, 2014*

- Attended from 2011 to 2014
- Vice President of the University NACOSS, 2014

#### **National Open University Nigeria**

*Masters of Science In Information Technology, Enrolled 2019*

### ACHIEVEMENTS

- Search Engine Optimization SEO (Udemy Online course) 2019
- Google Digital Marketing Fundamentals 2017
- National Youth Service Corps (NYSC) 2016
- Award of meritorious service (NAMRS) 2016

### OTHER SKILLS

- Word Press
- Python
- Email Marketing/Lead Generation
- CompTIA A+
- Canva

### EMPLOYMENT BACKGROUND

#### **Project Supervisor**

*Nifes Engineering Limited | May 2019 - Present*

- Monitor timelines and flag potential issues to be addressed
- Provide status updates for projects, delivering information to all stakeholders
- Develop project database for use by team members to track progress

#### **Customer Care Representative**

*Contact Solutions Limited | Oct 2017 - Apr 2019*

- Served 95 - 120 customers per 6 hours with 100% accuracy compared to 70 customers a day for my peers
- Excellent customer service skills and positive attitude as demonstrated by nomination for employee of the month in four consecutive months
- Get customer feedback and make process changes to exceed customer satisfaction goals 100%

#### **Medical Records/Data Officer**

*Nigerian army Medical Reception Station | Oct 2015 - Oct 2016*

- Protect the security of medical records to ensure that confidentiality is maintained.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Review records for completeness, accuracy, and compliance with regulations.
- Release information to persons or agencies according to regulations

### CORE SKILLS:

- Proficient with the use of Microsoft suite, Outlook, CRM, Drop box, Google Tools and other application software
- Demonstrated expertise in decision making and policy formulation.
- IT support/service desk
- Great team player, self motivated and smart.
- Strong organization skill.
- Web Research and Data Validation.
- Issue Identification and resolution
- Knowledgeable in SEO, SMM.
- Strong written and verbal communication skills
- Works well independently
- Good judgment
- Effective at multi-tasking and attention to details
- Supervisory experience
- Report writing and Customer Service