

OLAMILEKAN SAMUEL OLADAPO

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PROFILE SUMMARY

Organized and dedicated Strategy and Performance Management Associate, with a proven ability to track and improve employee performance and productivity. I love using numbers to understand how things work and drive improvement. I have proficiency in using data analytics tools to dig into data and transform those complex data into actionable insights.

SKILLS HIGHLIGHT

- Excellent written and spoken English with the ability to handle communication across levels.
- Customer-oriented, approachable and possess strong interpersonal skills.
- Time management, and multi-tasking skills.
- Proficiency in Microsoft Office – Word, Excel PowerPoint and Outlook.
- Intermediate knowledge in PowerBi
- Data Cleaning and Manipulation
- Documentation and Reporting
- Performance Measurement and Tracking
- Client Engagement

WORK EXPERIENCE

PROFESSIONAL EXPERIENCE

Business Analyst

March 2024 – Present

RKY Digital Solutions Ltd, UK

Managed the development of a website development project aimed at creating a user-friendly, intuitive, and responsive site that effectively communicates the agency's digital marketing services, expertise, and value proposition while offering training to aspiring digital marketers.

- Spearhead the analysis and optimisation of a CRM system, increasing client engagement by 20% using MS Excel for detailed data analysis and visualisation.
- Conduct comprehensive market research, leading to the identification of new business opportunities that boosted sales by 15% using SQL to query and analyse large datasets.
- Streamline the project management process by implementing Jira, resulting in a 25% improvement in task completion rates and overall project efficiency.
- Lead the redesign of a key client's digital marketing strategy, increasing lead generation by 30% using MS Project to plan and track campaign milestones.
- Enhance stakeholder communication processes, reducing project delays by 20% through integrating a Kanban Board for real-time updates and collaboration.
- Develop detailed business requirements documents for a major software upgrade, improving system functionality, data modelling, and user satisfaction by 25% using MS Visio for process mapping and documentation.
- Automate data reporting processes, reducing report generation time by 20% using SQL scripts to streamline data extraction and analysis.

Project Associate (Performance Management) Hybrid– Knewrow consulting Sept 2021 -2022

- Conducted performance audit for new clients to identify gaps in their performance management system.
- Analysed and generated data analysis report on the performance audit conducted.
- Analysed 500+ job roles for different organizations across industries/sectors; public and private sectors.
- Decomposed SMART objectives into Objectives, KPIs, Target and Timelines from various roles across industries
- Selected 1500+ KPIs for different organizations spanning across industries such as; banking, oil and gas, IT etc.
- Facilitated validation sessions with job owners to align selected KPIs with their unique job expectations.
- Designed performance management Dashboard and Scorecard using Microsoft Excel to help different organizations monitor the performance of their processes and employees.
- Developed an Operational Level Agreement (OLA) and process flowchart for a client in the construction industry.
- Assisted with updating and editing proposal by conducting research, developing timelines, and crafting compelling narratives that showcased the team's capabilities and expertise.
- Analysed and generated data analysis report on feedback, pre-test and post-test score of participants at our performance management training workshops.

Innovation Executive(intern) – Knewrow consulting

Jan 2021 – Aug 2021

- Managed project tracking and progress communications internally.
- Supported the coordination of performance management and KPI analytics training for mid and senior level professionals in the oil and gas, banking and public sectors
- Selected KPIs for different clients across various industries in Nigeria.
- Assisted in the development of proposals.
- Prepared and edited PowerPoint slides used by senior staff for presentations.

Executive Assistant (NYSC) – Chris Ejik Pharmaceuticals

Sep 2019 – Sep 2020

- Assisted in creating a Standard Operating Procedure (SOP) for the Sales Team
- Managed the Executive Director's calendar, scheduling meetings and appointments and coordinating travel arrangements to optimize time.
- Maintained confidentiality with sensitive documents, ensuring proper storage and distribution as needed.
- Updated spreadsheets and databases to track, analyse, and report on performance and sales data.

Contracts Intern – Addax Petroleum Development Nigeria Limited

Feb 2018– Aug 2018

- Managed dispatch correspondence between Contractors and the Organisation.
- Coordinated the administration of Stationery and Office Supplies for the Contracts Department.
- Supported staff members in their daily tasks, reducing workload burden and allowing for increased focus on higher-priority assignments.
- Gained valuable experience working within the oil and gas industry.
- Developed organizational skills through managing multiple tasks simultaneously while adhering to strict deadlines.

- Provided exceptional customer service to Contractors submitting bids by promptly addressing inquiries, ensuring a high level of satisfaction.
- Gathered, organized and input information into Cloud Storage.
- Sorted and organized files, spreadsheets, and reports.
- Gained hands-on experience in software programs like Microsoft Excel, Word, PowerPoint, Outlook, Teams and Zoom, increasing proficiency and expanding technical skill set.

VOLUNTEER EXPERIENCE

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| Human Resources Officer/Data Analyst – winners chapel international | Mar 2024 till Date |
| <ul style="list-style-type: none"> • Engaged in check-up/follow-up calls with inactive volunteer members. • Maintained accurate patients records, ensuring privacy standards were met in accordance with relevant regulations. • Generated data analysis reports. • Maintained accurate personnel records (church volunteer members and programs volunteer members), ensuring privacy standards were met in accordance with relevant regulations. • Coordinated new hire onboarding, completing background checks and reference checks to complete screenings. • Engaged in interviews for prospective volunteer members. | |

EDUCATION

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| • BSC Economics – Bowen university | 2019 |
| • Msc Marketing and Management - university of Bradford | 2023 |

PROFESSIONAL QUALIFICATIONS

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| • Diploma in Human Resources Mgt – Chartered Institute of Personnel Management | 2021 |
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SELECTIVE INTERESTS

- Language
- Cooking
- Football
- Music
- History and Documentaries
- Movies and video games

REFERENCES

References are available on request.