**TOPE SONOLA B.Sc, MBA (Finance)**

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[tsonola@yahoo.com](mailto:tsonola@yahoo.com).

**Certification**

* Sabre Travel Network Certificate
* Alphafirst Travel and Tourism Academy Certificate

**Skills**

* Technical skills (Programs and Database)
* Knowledge of hardwares and softwares
* Proficient in the use of Microsoft packages: Word, Excel
* Planning and organizational skills
* Ability to multi task and work under pressure to achieve desired results.
* Ability to work independently and also in team situations.

**Professional Experience**

**Bureau of Information Technology Ogun state 2017**

**Program Analyst:**

* Computer training
* Software development
* Sales and services
* Computer assembly and repairs
* Consultancy

**UNILAG (Centre for Information Technology Systems) 2009 - 2013**

Data Editor

The Centre for Information Technology and Systems of the University of Lagos is responsible for the development and maintenance of information and communication technology, systems infrastructure such as email for staff and students, student records and research & development. CITS is also involved in eTeaching and eLearning.

As a Data Editor working with ONBASE, an Enterprise Content Management System Software, my duties include but not limited to:

* Prepare source data for entry by compiling and organizing data; establishing priorities.
* Enters data by operating data entry equipment; coding information; minimizing errors; resolving processing problems.
* Verify and balance data by reviewing data.
* Completes data management by sorting, batching, and archiving files.
* Ensuring data is entered in a timely and accurate manner for decision making.
* Other forms of documentations.
* All other IT duties as assigned by supervisor.

**Ministry of Science and Technology (NYSC) 2008 – 2009**

IT Officer

In carrying out my duties as a corp member in one of the most innovative ministries, my duties include but not limited to:

* Working in a team to identity IT needs within the ministry
* IT Research for timely use by management.
* Report writing and other forms of documentations.
* All other IT duties as assigned by immediate supervisor.

**Chips, Bits and Bytes (Industrial Attachment) 2004 - 2005**

IT Student

Chips, bits and bytes is an Information Technology (ICT) firm. It deals with computer repairs and supply, network cabling and computer engineering training. A diploma in Computer Engineering has further exposed me to the technical aspects of Information Technology.

**QUALIFICATIONS**

* Masters of Business Administration (Specialty – Finance) 2015

Ladoke akintola university of technology (lautech)

* B.Sc Degree (Hons) Computer Science (2nd class lower division)

Olabisi Onabanjo University, Ogun State 2007

* Diploma in Computer Engineering 2005

Chips, Bits and Bytes

**Hobbies**

* Reading
* Sports