

OMOKAYODE HAKEEM DARAMOLA

Ikeja, Lagos, Nigeria.

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PROFILE SUMMARY

Enthusiastic Operations Officer and Junior Business Analyst with a dynamic ability to fit in any work environment; eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Business Process Modelling and Analytics with certification in Management.

Motivated to learn, grow and excel as a Business Analyst while leveraging skills to contribute own quota to overall organizational growth.

CORE COMPETENCIES

- Analytical Thinking & Problem Solving
- Report Writing & Presentation
- Operations & People management
- Research
- Teamwork & Communication
- Business Process Improvement
- Time Management
- Analytics

PROFESSIONAL EXPERIENCE

Operations Officer / Junior Analyst.

Nov. 2018 – Present

Team Lead, CAV Unit - Polaris Digitech Limited, Lagos.

- Mapped process activities to identify gaps and inefficiencies and propose options to rectify operational inefficiencies.
- Established efficient workflow processes, monitored daily productivity and implemented modifications through data insights to improve overall effectiveness of personnel and activities.
- Consulted regularly with internal and external users on application development project status, pain area(s) and software-related technical issues.
- Assisted Software & Project departments to improve client satisfaction.
- Applying analytics and problem-solving skills to analyze and resolve issues impacting business operations.

Surveyor and Property Purchase Advisor

May 2017 – Oct. 2018

Freelance

- Carried out surveying and GIS operations.
- Inspected properties on behalf of clients to advise on purchase or otherwise
- Promote property sales listing.

Graduate Assistant (NYSC)– Surveyor & Client Support.

Jul. 2016 – Apr. 2017

Office of the State Surveyor General, Lagos.

- Gathered field data and processed it on GIS software to generate a plan.
- Supported clients on services as related to the department.
- Managed office in the absence of senior colleagues and co-workers.
- Assisted co-workers on projects whenever I'm done with my activity.

Intern

Sept. 2014 – Jan. 2015

Nigerian Navy Hydrographic Office, Lagos, Nigeria

- Collected field data and processed it on GIS software to produce plan and/or map
- Supported clients on services as related to the department.
- Trained colleagues on GIS software
- Part of a team that created questionnaire for data gathering to improve services of the department to the military.

EDUCATION

University of Lagos, Akoka, Yaba, Lagos State, Nigeria

January 2016

Bachelor of Science in Surveying and Geoinformatics,

- **Relevant modules;** Law & Management, Technical Communication.

IT PROFICIENCY

- Microsoft Office Suite (Excel, PowerPoint, Visio & Word).
- GIS Software (ArcMap, AutoCAD, & Google Earth).

CERTIFICATIONS, COURSES AND TRAININGS

Certifications

- [Entry Certificate in Business Analysis \(ECBA™\)](#) June 2020
International Institute of Business Analysis (IIBA™)
- [Proficiency Certificate in Management](#) November 2017
Nigerian Institute of Management (Chartered)
- [Health, Safety, Security and Environment \(HSSE\) Supervisors Level 3](#) April 2017
QRSM International Limited, Nigeria. / ShadowSec Limited, UK.

Professional Body Affiliations

- **Nigerian Institute of Management (Chartered)**
Member
- **International Institute of Business Analysis (IIBA™)**
Member

Online Certifications

- [Become a Business Analyst](#) (*Learning Path*) April 2020
LinkedIn Learning
- [Enterprise Architecture in the Era of the Intelligent Enterprise](#) April 2020
IBM / OpenSAP

➤ *Referee is available on request*