

Folasade Oreoluwa, Rojaiye

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PROFILE

A resourceful, friendly, creative, and result-oriented personnel; a problem solver with sound detail-oriented analytical and planning skills; with a strong self-inspired, passionate independent working ability as well as a good team working ability that aims at exceeding expectations and meeting tight deadlines without compromising efficiency and excellence. Confident and very keen to help resolve customers complaints and promoting conflict resolution.

WORK EXPERIENCE

Dekoolar Nigeria Limited, College road, Lagos, Nigeria

October 2021 – Present

Position: Project Officer

- Measured performance using appropriate project management tools and techniques
- Created and maintained comprehensive project documentation
- Reviewed material requirements.
- Ensured resource availability and allocation for technicians on site specifically
- Ensured that all projects are delivered on-time, within scope and within budget
- Developed comprehensive project plans to be shared with clients as well as other team members
- .Performed risk management to minimize potential risks

Dekoolar Nigeria Limited, College road, Lagos, Nigeria

November 2020 – October 2021

Position: Project Officer (NYSC Intern)

- Managed, supervised and controlled multiple project through project life cycle.
- Responsible for developing and managing project tracking
- Filed all project documents in an appropriate database and ensured that all documents are accurate and have been accepted by the Project Manager.

YIPOnline, Ikeja, Lagos, Nigeria

August 2020 – October 2020

Customer/Sales Representative

- Received 97% satisfaction rating from customers after creating website for their business
- Promptly respond to customer enquiries in person or via phone, email or social media.
- Kept records of customer interactions, processed customer accounts and filed documents.
- Collaborated with the team to quickly resolve customer complaints with appropriate action.
- Effectively managed approximately 100 incoming calls daily.
- Increased customer base by 30% during the year 2020 due to the delivery of quick service.

EISNL Engineering Solutions and Drives Limited

July 2018 – December 2018

Position: Industrial Training

- Service engineer intern; work closely with team to provide solution to industrial machines that had technical problems.

- Technical sales intern; assisted in marketing of products, tools to mostly FMCGs, Oil and Gas and Cement industries.

EDUCATION

B.Eng, Agricultural Engineering	2019
<ul style="list-style-type: none"> ● 2:1, Second Class Honours, Upper Division 	
Federal University of Technology Akure	(2014 – 2019)
Senior Secondary School	(2009 – 2012)
Oladipo Alayande School Of Science, Oke – Bola Ibadan, Oyo State	

CERTIFICATION/TRAINING

National Youth Service Corps (NYSC)	2021
Jobberman Soft Skills Training Certification	2021
Digital Nigeria Training on Security	2021
Google Training on Technical Support fundamentals	2021

VOLUNTEER EXPERIENCE

Florah Signature Events – An event Planning Organization	December 2017 - Present
<ul style="list-style-type: none"> ● Identify the client’s requirements and expectations for each event. ● Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order. ● Managing all event set-up, tear down, and follow-up processes. ● Maintain event budgets, book venues, entertainers, photographers, and schedule speakers. ● Conduct final inspections on the day of the event to ensure everything adheres to the client’s standards. 	

SKILLS AND INTERESTS

- Project Management
- Good Problem Solving Skills
- Microsoft Office (Word, Excel, PowerPoint)
- Strong oral and written communication skill
- Leadership | Management skill
- Digital marketing skill
- Research and problem-solving skill
- Interest: Reading, Cooking, Meeting new people, Travelling

REFEREES

Available on request