

OGUNDIMU, Adeboye Oluwadamilare



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Career Objective: Seeking an opportunity to lead or be part of a dynamic team of professionals to deliver value consistent with industry standards with proficient and consistent display of rare capabilities towards the achievement of personal, group or corporate goals and targets.

EDUCATIONAL BACKGROUND:	Olabisi Onabanjo University, Ago-iwoye, Ogun State (B.Sc. in Business Administration)	2004 - 2008
	Olabisi Onabanjo University, Ago-iwoye, Ogun State (Diploma in Public Administration)	2001 - 2003
	Tifedayo Secondary School, Agbado Ijaiye, Lagos State (West Africa Senior School Certificate Examination)	2000

Summary of Relevant Work Experience, With Dates:

1}	Organization	Livewire Safety Limited, Lagos <i>Safety and Security Company</i>
	Date:	November 2014 - Till Date
	Position:	Business Development Officer (Head of Business, Sales & Marketing)
	Responsibilities:	*Generate new businesses; Up-sell & Cross-sell and ensure maximum client retention; *Sales team management and motivating; *Strategizing and negotiating; *Introduce and explore positive marketing and sales strategies; *Oversee the marketing activities and campaign of the marketing team; *Assist other departments in business development related activities; *Management Company Secretary, take and prepare the minutes of meetings; *Prepare weekly/monthly report for appraisal to identify new strategies; *Communicate company services/products to prospective clients; *Keep existing clients abreast of new company services/product and ensure they enjoy best quality service; *Research on new market and introduce new line of businesses for the company. *Coordinate Digital/e-commerce marketing.
	Achievements:	*Personally negotiated, closed and retained 88 contracts worth ₦149,600,000; *Introduced new Product lines and developed new marketing strategies as a quantum leap in the growth of products & service offering and additional client base.
2}	Organization	Rightway House Group, Lagos <i>Bookshops, Publishers & Event Management</i>
	Date:	December 2013 – November 2014
	Position:	Marketing Executive

Responsibilities:	*Open and win negotiations with prospective customers *Assessing daily sales report from the sales officers for final vetting; *Generate new lead for and co-ordinate e-commerce/digital marketing operations; *Preparation of marketing plan to identify new products, market and trends; *Train on and allocate marketing areas for the sales officers; *Research and recommend marketing strategic innovation/ideas to the Management; *Determine sales responsibilities & parameters to the sale officers. *Liaising and building relationships with a range of marketers, prospective and existing clients; *Giving monthly report on the teams marketing activities; *Training and inducting new marketers; *Receiving customer's feedback and relay to the appropriate office for solution.
Achievements:	*Increased monthly revenue by introducing discounted sales and time-based promos. *Introduced new product lines and personally marketed it to increase profit, trained staffs on the specific marketing strategy and the development of client base. *Introduced and spearheaded social media marketing.

3}	Organization	Da Hed Shop Cosmetics Supermarket & Unisex Salon
	Date:	August 2012 – September 2013
	Position:	Personal Assistant to the M.D. /C.E.O. Mr. Benjamin Odey
	Responsibilities:	*Acting as a first point of contact: dealing with correspondence and phone calls; *Managing diaries and organizing meetings and appointments, often controlling *Direct access to the manager/executive; *Booking and arranging travel, transport and accommodation; *Organizing events and meetings; *Reminding the manager/executive of important tasks and deadlines; *Managing databases and filing systems; *Implementing and maintaining procedures/administrative systems; *Liaising with staff, suppliers and clients; *Collating and filing expenses for audit references; *Support the manager.

4}	Organisation	Ogun State Government <i>Office of the Less Privileged Peoples Matters</i>
	Date:	April 2009 – July 2012
	Position:	Personal Secretary to the Governors Special Adviser on the Less Privileged Peoples Matters
	Responsibilities:	*Typing, compiling and preparing reports, presentations and correspondence; *Devising and maintaining office systems, including data management and filing; *Arranging travel, visas and accommodation and, occasionally, travelling with the Honorable to take notes or dictation at meetings or to provide general assistance during presentations; *Screening phone calls, enquiries and requests, and handling them appropriately; *Meeting and receiving visitors;

- *Organizing and maintaining diaries and scheduling appointments;
- *Dealing with incoming email, faxes and post, often corresponding on behalf of the Personal Assistant (P.A.);
- *Carrying out background research and presenting findings;
- *Preparing documents, briefing papers, reports and presentations;
- *Organizing and attending meetings and ensuring the Honorable is well prepared for such meetings;
- *Liaising with clients, contractors and other staff.

Personal Attributes. Skills. Professional Trainings. Interests & Referees

QUALITIES:

- *I am a result-oriented personality
- *I am a leader with high degree of personal and team motivation
- *I am able to work under minimal or no supervision, under pressure for long hours and deliver quality result.
- *I am sociable, accommodating and frank when the situation demands.
- *Ability to work with/lead a team; Team Player.
- *Good Coordinator; Interpersonal and analytical skills.
- *Hard working; ability to multi-task.

SKILLS:

- *Human and material management skills.
- *Excellent communication and Marketing skills; oral and written.
- *Computer Skills (Microsoft Office Suite, Outlook, Software usage and Internet)
- *e-Commerce/Digital Marketing Skills
- *Technical adaptability
- *Leadership Skills
- *Negotiation Skills

ADDITIONAL TRAINING:

Oceandeep Maritime Academy	2024
(Port Facility Security Officer)	
Sought-After Consultancy Limited	2018
(Business Development and Client Retention)	
Livewire Safety Limited	2015
(CISM-Certified Information Security Manager)	
Livewire Safety Limited	2015
(Occupational and Environmental Safety)	

PERSONAL DATA:

SEX	:	MALE
DATE OF BIRTH	:	17 TH APRIL 1986
STATE OF ORIGIN	:	Ogun State
LOCAL GOVT. AREA	:	Odeda
NATIONATILITY	:	Nigerian
MARITAL STATUS	:	Married
RELIGION	:	Christianity
LANGUAGE SPOKEN	:	English and Yoruba

INTERESTS:

Blogging;
Surfing the internet to explore new innovations in InfoTech and security; and
Swimming.

REFEREES:

Mrs. Ogundimu Abosede
08028299557

Mr. Soneye Tunde
08055045784