

DAMILOLA OLAKANSE

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PROFILE

- Effective communication, analytical and interpersonal skills
- Ability to take good initiative and work as part of a team
- Ability to multitask and work independently with little or no supervision
- Ability to learn new skills and techniques
- Ability to adapt to diverse environments and work under pressure

ACADEMIC QUALIFICATIONS

- B.Eng. Civil Engineering and Water Resources (Second Class Upper)
- HSE 1-3, 2016
- Nigerian Society of Engineers (GNSE), 2016

Willing to relocate: Anywhere

WORK EXPERIENCE

Business Operations Manager | *Rotex Glass Limited*

May 2026 - Till Date

- Oversee day-to-day business operations, administrative functions, and marketing activities across the Shagamu factory and Lekki and Abuja showrooms.
- Prepare and compile bidding documents and tender submissions for major contracts, including institutional and estate housing projects.
- Develop, document, and maintain Standard Operating Procedures (SOPs) for staff across departments to standardise workflows and ensure consistency.
- Lead recruitment processes, including drafting job advertisements, screening candidates, and preparing offer letters for Sales and other roles.
- Design and deliver staff training and onboarding, including product knowledge assessments and webinar-based training for new hires.
- Manage staff documentation, including circulars, policy communications, remote work approvals, and confidentiality agreements.
- Serve as Programme Lead for the company's freelance affiliate marketing programme, overseeing affiliate recruitment, verification processes, and performance tracking.
- Compile strategic and performance reports for executive management, covering contracts, sales, costs, and staff KPI evaluations.
- Coordinate and document weekly management meetings, consolidating updates across Sales, Finance, Social Media, and Technical Operations.
- Draft business correspondence and partnership outreach letters to prospective clients, distributors, and government bodies.
- Support marketing strategy development, including go-to-market planning, showroom events, and targeted outreach campaigns.

Executive Assistant to the Vice Chairman | *STI Asset Management Company Limited*

Nov 2022 - Nov 2025

- Managed intricate, fast-paced calendars across multiple time zones.
- Actively prioritised meeting requests and resolved scheduling conflicts based on business priorities.
- Screened calls, emails, and visitor requests to protect the Vice Chairman's time.
- Prepared detailed agendas, briefing documents, and presentations (PowerPoint, Excel) for board, client, and investment committee meetings.

- Organised in-person and virtual meetings, including venue, catering, and technology setup.
- Took accurate minutes and tracked action items, ensuring follow-up with relevant parties.
- Drafted, reviewed, and edited emails, memos, and reports on behalf of the Vice Chairman.
- Acted as a central liaison point between the Vice Chairman and other departments.

Operations Manager | *Smokeboxng - Abuja*

July 2021 - November 2022

- Recruited, selected, trained, scheduled, coached, counselled, and disciplined employees.
- Communicated job expectations; planned, monitored, appraised, and reviewed job contributions.
- Planned and reviewed compensation actions; enforced policies and procedures.
- Contributed operations information and recommendations to strategic plans; prepared and completed action plans; implemented production, productivity, quality, and customer-service standards; resolved problems; completed audits; identified trends.
- Developed operations systems for product handling and storage; developed, implemented, enforced, and evaluated policies and procedures for receiving product, equipment utilisation, inventory management, and shipping.
- Oversaw various departments, including wholesale, accounting, digital marketing, admin, and sales and marketing.
- Oversaw sales team target achievement and stock logistics and tracking.
- Maintained a safe and healthy work environment by establishing, following, and enforcing standards and procedures, and complying with legal regulations.
- Ran a safe, injury/accident-free workplace.
- Managed relationships with key operations vendors.
- Handled sales and marketing of products.

Sales Manager | *Watch Galleries Limited*

June 2018 - July 2021

- Attended to prospective clients on sales of products.
- Managed the office in the absence of superiors.
- Conducted inventory taking on stocks.
- Issued receipts and reconciled cash books.
- Developed innovative ideas on sales point and marketing.
- Carried out other duties assigned by superiors.
- Performed repairs and maintenance works on some products.

Administrative Officer | *Bodyline Fitness and Gym Limited*

April 2016 - April 2017

- Raised payment vouchers and took various bookings from customers.
- Posted welcome letters and expiration letters to due customers.
- Reconciled cash books and summary sheets.
- Carried out other duties assigned by superiors.
- Handled sales and marketing of fitness equipment.

EDUCATION

Civil Engineering and Water Resources (School Certificate)

Igbinedion University | March 2010 - March 2015

Leaving Certificate

Model Secondary School, Maitama | 2006

Certificate

Model Primary School, Maitama | 2000

SKILLS

- Design thinking & planning

- Digital marketing skills
- Video editing & marketing
- Microsoft Excel, Word, PowerPoint, AutoCAD, Outlook, Canva, Trello, Asana
- Inventory software: QuickBooks & VEND
- Exceptional customer service skills
- Email marketing
- Search Engine Optimisation (SEO) and Search Engine Marketing (SEM)
- Use of Artificial Intelligence (AI) in interactions and workflows
- Ability to work autonomously and in teams; strong verbal and written communication
- Content marketing
- Ability to work under little or no supervision
- Languages: English, Yoruba, and Basic Hausa
- Website back-end control
- Ability to adapt fast to change and new innovation