

OLADEJI OLAWALE VICTOR

PROFILE SUMMARY

A motivated and detail-oriented Computer Science graduate with practical experience in IT support, system administration, and industrial operations. Seeking an opportunity to contribute technical expertise, problem-solving skills, and dedication toward organizational growth and efficiency.

WORK EXPERIENCE

NYSC Corp Member - Cooperative Department, 09/2025 - 07/2026

Nigeria Distilleries limited

- Supported staff-run Cooperative Society as NYSC Corps Member, facilitating employee savings, loan administration, and welfare initiatives for enhanced member engagement.
- Recorded and reconciled bank statements, receipts, and financial transactions, ensuring accuracy and compliance with financial regulations.
- Completed day-to-day duties accurately and efficiently.
- Contributed innovative ideas and solutions to enhance team performance and outcomes.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.

Sales and Marketing Officer, 11/2023 - 06/2025

LAO Resources- Wine And Spirits - Abia State, Nigeria

- Engaged customers to identify needs and deliver product information.
- Coordinated distribution of goods across locations, enhancing operational efficiency.
- Collaborated with drivers and distribution teams for accurate loading and timely delivery.
- Monitored product flow while maintaining precise records of shipments in and out.

IT Industrial Trainee - Sales Department, 12/2019 - 04/2020

Nigeria Breweries plc

- - Supported the Sales Department in monitoring and tracking incoming and outgoing products to ensure inventory accuracy.
- - Maintained and updated inventory records, ensuring alignment between physical stock and system records.
- - Assisted in verifying product receipts and dispatches, ensuring accurate documentation of all stock movements.

CONTACT

Address: Lagos State

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SKILLS

- Financial reconciliation
- Data Analysis
- System Administration
- Microsoft Office Suite
- Time Management
- Teamwork
- Critical Thinking
- Effective Communication

- - Contributed to effective stock control by identifying and reporting discrepancies in inventory records.
- - Supported data entry, record management, and reporting activities to facilitate informed sales and operational decisions.
- - Collaborated with cross-functional teams to ensure efficient product distribution and inventory management processes.
- - Helped maintain accurate sales and inventory data, supporting revenue generation and operational efficiency.

REAL ESTATE OFFICER, 04/2016 - 11/2018

Genbrooke Properties & Projects - Abia State, Nigeria

- Facilitated property transactions by communicating with owners, buyers, tenants, and stakeholders.
 - Assisted clients in locating residential and commercial properties that fit budgets and needs.
 - Conducted property inspections and guided prospective clients during site visits.
 - Maintained accurate records of available properties, client inquiries, inspections, and transactions.
 - Negotiated property prices and rental terms between clients and owners.
 - Marketed properties for sale and rent through direct marketing strategies and promotional channels.
 - Followed up with prospective clients to convert inquiries into successful agreements.
 - Monitored local property market trends to enhance sales strategies.
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EDUCATION

HND, COMPUTER SCIENCE, 10/2023

FEDERAL POLYTECHNIC - NEKEDE OWERRI, IMO STATE

SSCE, 01/2014

DIVINE WISDOM SCHOOLS - ABIA STATE

PERSONAL INFORMATION

Title: System Administrator

LANGUAGES

English: Fluent

HOBBIES

- Travelling

- Football
 - Studying
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REFERENCES

References available upon request.