

PETER SAMUEL OLAMIPO

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CONTACT

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Nigeria.

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LANGUAGES

English
Yoruba

PERSONAL DATA

Date of Birth: 16th May 1996

Marital Status: Single

State of Origin: Lagos

Sex: Male

Interests: Sports, Music,
Reading, Travelling, Cooking,
coding

CAREER OBJECTIVE

To apply my knowledge and skills towards the advancement and development of my career to impress my employer.

WORK EXPERIENCE

11/2024-till date

Been a freelancer: professional web developer.

11/2022-2023

Operation Officer/Web-developer & Project manager, River and Tree of Life Foundation Lagos

Responsibilities:

- Reports to the Chief Operating Officer about company processes and procedures.
- Developing company policies and ensuring compliance.
- Improved business functionality to align with core business objectives.
- Planned and managed projects and contributed to product innovation.
- Tracked operational costs toward maintaining profit margins.
- Promoted efficiency by implementing improved operational procedures.
- Analyzed and maintained operational data and monitored product inventories.
- Monitored adherence to policies and processes throughout the company.
- Overseeing human resources development policies, training, and performance reviews.
- Ensuring positive client, supplier, and vendor relationships.

Achievement:

- Wrote two projects for the foundation.
- Created two different websites for the foundation. (ratolm.org and ratolf.org)

02/2021-2022

Offline Customer Acquisition Executive, jiji.ng, Lagos

Responsibilities:

- Sourced new sales opportunities in existing small and regular sellers through outbound lead follow-up.
- Registered and managed small business owners from various sectors ranging from Electronics, Fashion, Automobiles, Real Estate, etc.
- Identified opportunities to sell jiji.ng subscription packages to small business owners and sellers.

02/2020 - 2021

Personal Assistant and IT, River and Tree of Life Foundation,

Lagos

Responsibilities:

- Personal assistant to the Director
- Prepare data and information for making regular report data analysis
- Internal IT support
- Graphic design and web development

01/2019 – 12/2019

Editorial assistant, Oxbrandplanet Ltd

Responsibilities:

- Responsible for supporting senior editorial staff in the publishing process, proofreading, editing documents, and serving as a liaison for writers.
- Junior Graphic Artist

EDUCATIONAL QUALIFICATIONS

2017 - 2018: **West African Senior School Certificate (WAEC)**

Ordinary Level

2014 - 2015: **National Examination Council (NECO)**

Ordinary Level

2009 - 2014: **Victorroti Private Secondary School**, Idi-Aba,

Abeokuta, Ogun State (First School Leaving Certificate)

2019 - 2023: **National Open University of Nigeria**,

Mcchatty, Lagos

(Bachelor's in business Administrator)

OTHER QUALIFICATIONS / CERTIFICATION

-Island Computer Training Centre, Lagos State 2017 - 2018

Computer Application & Graphics design (MS Word, PowerPoint, Photoshop, Adobe illustrator &CorelDraw)

-Optisoft institution, Lagos State 2020 - 2021

Web development (HTML, CSS, JAVASCRIPT, JQUERY)

SKILLS AND COMPETENCES

Quick Learning Ability

Personal Effectiveness and Time Management

Business Strategy

Excellent Communication

Report Writing

Effective Presentation

Organizational/Project Management (Basic)

Information and Communication Technology – Microsoft Office Tools

Database operation: Microsoft Office Access,

Programming: HTML, CSS,

REFERENCES

References available on request