UMAR OLOLADE JIMOH

IT PROFESSIONAL | OPERATIONS MANAGEMENT | PROJECT MANAGEMENT | CONTENT WRITING | SOFTWARE ENGINEERING

✉ CONTACTS

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📍 Iponri Housing Estate, Surulere, Lagos, Nigeria

👤 SUMMARY

I am a motivated professional with a strong background in software engineering and IT, complemented by hands-on experience in project management, content writing, and operations across diverse sectors. As the recipient of the **Intense Group Inquisitive Leader Award (2024),** I am recognized for my curiosity, problem-solving mindset, and leadership abilities. Passionate about continuous improvement and skill development, I excel in dynamic environments and thrive on tackling challenges. My goal is to leverage my expertise to drive efficiency, foster innovation, and contribute meaningfully to organizational success.

🚩 KEY ACHIEVEMENTS

● **Workflow Efficiency Improvement**

Increased workflow efficiency by 30% through improved escalation processes.

● **Operations Error Reduction**

Streamlined daily operations, reducing error rates by 15% for improved agency management.

● **Content Team Leadership**

Led a content development team that achieved a 25% increase in client satisfaction scores.

💪 STRENGTHS

● **Core Values**

Strong leadership and communication skills with proficiency in Microsoft tools

● **Good Human Relations**

Ability to build relationships and foster teamwork

🎖 CERTIFICATION

COVID-19: Operational Planning Guidelines and Partners Platform

Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response

👥 EXPERIENCE

Aptech Computer Education — Ogun, Nigeria
Frontend Development Intern — 01/2025 - Present
Company specializing in IT training
- Completion of Internship in Frontend development using HTML, CSS, TAILWIND and JAVASCRIPT.
- Developed Static and Dynamic website.

Intense Group — Lagos, Nigeria
Operations Management Assistant — 04/2024 - 01/2025
Company specializing in Digital Marketing
- Enhance workflow efficiency
- Ensure compliance and risk mitigation
- Improve escalation process for failed tasks
- Manage agency operations
- Clients Management
- Overseeing the daily operations of the agency
- Compile the agency's operations report for COO and CEO

Neo – Neurons — Lagos, Nigeria
I.T Intern — 01/2024 - 03/2024
I.T company focused on innovative technology solutions
- Implementation of automation tools for critical workflow
- Graphics designing
- Content Writing
- Write promotional emails
- Any other assigned tasks

Fadapro — Lagos, Nigeria
Web Content Writer — 12/2023 - 01/2024
Content writing Website specializing in high-quality content creation
- Write engaging and informative content aligned with target audience
- Research topics in-depth to gather accurate information
- Edit and proofread content for clarity and accuracy

Bash Academy — Iponri Surulere, Mainland, Lagos
I.T Instructor — 05/2022 - 07/2022
Institution providing educational services in IT
- Curriculum Development
- Instructional Delivery
- Assessment & Evaluation
- Technical Expertise
- Communication & Presentation
- Student Support
- Course Management

Bash Academy — Iponri Surulere, Mainland, Lagos
Operations Manager — 03/2022 - 05/2022
Institution providing educational services in IT
- Admin Support
- Data Analysis
- Process Improvement
- Finance Management
- Client Support

CERTIFICATION

Certification in Technical Writing

A course aimed at enhancing technical writing skills

FreeCodeCamp Responsive Web Design

Responsive Web Design certification from FreeCodeCamp

DevCareer Frontend Development

Frontend development training by DevCareer

Alison Communication and Conflict Management

Training in communication and conflict management

Certification Edge Project Management Professional certification

PMP certification focused on project management principles and practices

SKILLS

Teaching · HTML · CSS · JavaScript · Tailwind · Microsoft Power Point · Microsoft Word · Responsive Web Development · Communication · Content Writing

AWARDS

- **Intense Group Inquisitive Leader Award , 2024**

EXPERIENCE

Bash Academy   Iponri Surulere, Mainland, Lagos

Science Teacher   12/2021 - 02/2022

Institution providing educational services in IT

- Curriculum leadership
- Department management
- Teacher mentoring
- Assessment oversight
- Student Mentorship

National Youth Service Corps (NYSC)   Ikorodu, Lagos

Administrative assistant   01/2021 - 12/2021

National service program providing community service and educational support

- Administrative tasks in poultry and farm equipment
- Support in operations

Prudent Farms   Lagos, Nigeria

Project Manager (intern)   07/2018 - 12/2018

Farm management entity focused on poultry and farm equipment

- Project Planning
- Task Coordination
- Data Analysis
- Meeting Management
- Risk Identification

Optimism Computers   Sango Ota, Ogun State

Information Technology Intern   01/2014 - 12/2014

An IT services company offering maintenance and support

- Software installation
- Client Technical assistant
- Installation and maintenance of computer systems
- Hardware system maintenance and repair

EDUCATION

Lead City University   Ibadan, Nigeria

Masters of Science (MSc) in Computer and Information Science   2025

Lead City University   Ibadan, Nigeria

Postgraduate Diploma (PGD) in Software Engineering   09/2023 - 06/2024

Olabisi Onabanjo University   Ago – Iwoye, Ogun State

Bachelor of Science (BSc) in Plant Science   09/2015 - 06/2019

Fas Comprehensive College   Sango – Ota, Ogun State

West African Senior School Certificate   09/2011 - 06/2015

LANGUAGES

ENGLISH   **Proficient** ●●●●○   YORUBA   **Proficient** ●●●●○