**BOLU-OGUN FOLASADE**

**Block L2, Flat 18, Sam Ethnan Air force base, Ikeja, Lagos State, Nigeria. Phone: +2348090676274, +234806025995.**

**E-mail:**[**bassybabe2003@gmail.com**](mailto:bassybabe2003@gmail.com)

**EXPERIENCED SYSTEM ANALYST/ADMINISTRATIVE**

Clear communicator and self-motivated worker with decisive nature necessary to manage independent work. Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills. Hardworking and focused Administrative professional offering excellent communication, planning and prioritization skills demonstrated through years of performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

\*Project management \*Technical Analysis \* Interpretational skill

\*Operation System Software \*Analytical & Critical Thinking \*Verbal & Written skill

\*Technical Writing \* Client Relations \* Multitasking Abilities

\*Presentation & Reporting \*Flexible & Adaptable \*Observation Proficiency

**PROFESSIONAL EXPERIENCE**

**Jeffersons Schools , Lagos , Nigeria. 2016 – Present**

**Head of department/ Yoruba Teacher**

* Drafted agendas, recorded minutes and generated documents to facilitate meetings.
* Consulted with leadership to identify processes requiring improvement to support growth and success.
* Scheduled conference rooms, prepared agendas and maintained calendars to prepare for meetings and events.
* Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
* Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
* Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
* Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
* Evaluated and revised lesson plans and course content to achieve student-centered learning.
* Completed daily reports on attendance and disciplinary performance

**Running Jack Technologies, Lagos, Nigeria.**   **2012 - 2014**

**SYSTEM ANALYST/ TECHNICAL SUPPORT**

* Planned computer systems using information engineering and structured analysis.
* Conducted system analysis and implementation to maintain and improve computer systems.
* Performed system analysis, documentation, testing, implementation and user support for platform transitions.
* Installed system updates to address vulnerabilities and reduce security issues.
* Researched and adopted new technologies to add value to existing offerings.
* Improved systems with addition of new features and infrastructure.
* Identified clear connections between policies and business results to eliminate or reduce confusion and help employees achieve goals.

**Archives Consulting Limited, Lagos, Nigeria. 2010 – 2010**

**SYSTEM ANALYST**

* Presenting of proposals to clients; Planning and working flexibly to deadline; Providing training to users of a new package; Producing project feasibility report; Training Clients on accounting packages
* Guided acquisition process to capture projected cost and revenue synergies and move combined organization forward.
* Improved systems with addition of new features and infrastructure.
* Investigated system issues and implemented resolutions to reduce downtime.
* Assessed business requirements to create focused solutions.
* Researched and adopted new technologies to add value to existing offerings.
* Enhanced interfaces to promote better functionality for users.
* Diagnosed, troubleshot and resolved network and system problems.

**Industrial & General Insurance(IGI), Lagos, Nigeria April 2007 – October 2007**

**TECHNICAL SUPPORT**

* System maintenance and repairs Attending to every network problem Solve every Microsoft Office Help desk officer
* Provided Tier 1 IT support to non-technical internal users through desk side support services.
* Assisted with updating technical support best practices for use by team.
* Monitored systems in operation and quickly troubleshot errors.
* Assisted customers in identifying issues and explained solutions to restore service and functionality.

**EDUCATION & CREDENTIALS**

**B.SC, Computer Science with Mathematics**,**Olabisi Onabanjo University, Ogun-State, Nigeria.**

**Diploma in Data Processing, Olabisi Onabanjo University, Ogun-State, Nigeria.**

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