

Contact

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Top Skills

Strategic Business Development
BDM

Business Development

Certifications

Full Member

The Fundamentals of Digital Skills

Certified Teacher

Mastercard - Cybersecurity Job
Simulation

Certified Microsoft Innovative
Educator

Olakunle Daniel Olalere

CBP | Administrator | Certified Microsoft Innovative Educator |
MIPMA
Lagos State, Nigeria

Summary

"Experienced professional with a diverse skill set, I have thrived in roles as diverse as Executive Assistant to the CEO, Email Marketing Expert, Sales Lead Manager, Scheduler, and Social Media Liaison.

In my role as an Executive Assistant, I've supported CEO in day-to-day operations, managing schedules, and ensuring smooth communication with stakeholders. I handle confidential information and projects with discretion and professionalism.

As an Email Marketing leader, I've devised data-driven strategies to boost engagement and conversions. I'm adept at managing subscriber lists and monitoring email performance metrics for continuous improvement.

In Sales Lead Management, I've efficiently processed and assigned leads, optimizing lead tracking and conversion rates. Collaborating with the sales team, I ensure leads are properly nurtured and followed up on.

When it comes to scheduling, I've organized and managed schedules on Zoom, coordinating meetings, appointments, and events with a focus on time-sensitive tasks. I handle last-minute changes with flexibility.

As a bridge between teams and the Social Media Manager, I've facilitated effective communication and collaboration. I've helped align marketing strategies with social media initiatives to ensure a consistent brand message and integrate marketing efforts with broader company goals.

My experience and skills make me a valuable asset in various aspects of business operations, from executive support to marketing

and team collaboration. Let's connect and explore opportunities for growth and success together."

Experience

KIMM Global Services Limited

Managing Partner

February 2018 - Present (8 years 9 months)

Ibadan, Oyo State, Nigeria

- Ensured that all operational activities were conducted in a cost-effective and efficient manner.
- Managed the procurement of raw materials, planned inventory, and oversaw production processes.
- Led the recruitment, training, and supervision of staff to achieve operational goals.
- Successfully managed budgets and provided forecasts to support business objectives.
- Implemented improvements in operational management systems, processes, and best practices.
- Oversaw the production processes, from raw material procurement to final product delivery.
- Recruited, trained, and supervised a team to enhance operational efficiency.
- Managed budgets and forecasts to ensure financial sustainability.
- Implemented operational enhancements, optimizing systems and best practices for improved productivity.

CloudPro Limited

Business Development Executive

September 2023 - November 2024 (1 year 3 months)

Lagos, Lagos State, Nigeria

* Identify and pursue new business opportunities to support company growth and revenue generation.

* Research potential markets, identify prospective clients, and assess opportunities for business expansion.

- * Generate, qualify, and manage sales leads from multiple sources, assigning them to appropriate Account Managers for follow-up.
- * Build and maintain relationships with prospective clients, business partners, and key stakeholders.
- * Collaborate with the sales and marketing teams to develop strategies for lead generation, customer acquisition, and revenue growth.
- * Monitor market trends, competitor activities, and customer needs to identify new business opportunities.
- * Track business development performance, analyze conversion rates, and prepare reports to support strategic decision-making.
- * Support the development of proposals, presentations, and client engagement strategies to convert prospects into business opportunities.

Internet Solutions Nigeria Limited

Executive Assistant To Chief Executive Officer

September 2022 - November 2024 (2 years 3 months)

Lagos State, Nigeria

1. Executive Assistant to the CEO:

- Supports the CEO in day-to-day operations, managing schedules, and coordinating important tasks.
- Acts as a trusted liaison between the CEO and various stakeholders, ensuring smooth communication.
- Handles confidential information and projects with discretion and professionalism.

2. Email Marketing:

- Leads email marketing campaigns, from strategy development to execution and analysis.
- Implemented data-driven approaches to optimize email campaigns, resulting in increased engagement and conversions.
- Manages subscribers list, monitors email performance metrics, and adjusts strategies for continuous improvement.

3. Sales Lead Management:

- Efficiently processes and assigns sales leads from various sources to dedicated Account Managers.
- Develops a streamlined lead management system to improve lead tracking and conversion rates.
- Collaborates with the sales team to ensure leads are properly nurtured and followed up on.

4. Scheduling:

- Organizes and manages schedules on Zoom, ensuring a well-structured and efficient calendar.
- Coordinates meetings, appointments, and events, prioritizing time-sensitive tasks for the executive team.
- Handles last-minute changes and adjustments with a high degree of flexibility.

5. Social Media:

- Acts as a bridge between the team and the Social Media Manager, facilitating effective communication and collaboration.
- Assists in aligning marketing strategies with social media initiatives, ensuring a consistent brand message.
- Helps integrate marketing efforts with the broader company goals and objectives.

Colgate Global Services Limited

Operations Manager

March 2019 - August 2022 (3 years 6 months)

Ipokia, Ogun State, Nigeria

- Collaborated with a team to plan, schedule, and oversee production activities.
- Supervised and managed a production team to ensure the execution of production tasks.
- Assigned daily workloads to team members and provided guidance.
- Developed production schedules and guidelines to align with company objectives.
- Organized training programs for team members to enhance production capabilities.
- Investigated and resolved production issues to improve efficiency.
- Created and maintained a production budget, ensuring expenses were within budget.
- Recommended and implemented cost reduction initiatives while maintaining quality standards.

- Monitored production activities and adjusted schedules for on-time delivery.
- Ensured that final products met established quality standards.
- Enforced company policies and safety standards within the production team.
- Led a production team in achieving daily production goals.
- Scheduled and coordinated production activities to meet deadlines.
- Trained team members to improve their skills and enhance productivity.
- Addressed and resolved production issues to minimize disruptions.
- Contributed to the development of the production budget and cost reduction strategies.
- Ensured that quality standards were consistently met in the final products.
- Promoted a culture of safety and adherence to company policies within the team.

Consolidated Contractors International Company

Sr. Administrator - Personnel

January 2009 - January 2018 (9 years 1 month)

CCC Construction Nigeria Limited Asaba

- Collaborating closely with various departments in a consultancy capacity to assist line managers in understanding and implementing policies and procedures.
- Playing a pivotal role in promoting equality and diversity as integral aspects of the organizational culture.
- Managing the recruitment process, which includes developing job descriptions, reviewing application forms, and shortlisting candidates.
- Developing and implementing policies on various HR issues, such as working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.
- Providing expert advice on pay, remuneration, promotion, and benefits, while also conducting regular salary reviews.
- Negotiating with staff and their representatives on matters related to pay and employment conditions.
- Administering payroll and maintaining comprehensive records related to staff.
- Offering guidance and interpretation of employment legislation to ensure legal compliance.
- Handling employee grievances and overseeing the implementation of disciplinary procedures.
- Planning and occasionally delivering training programs, including new staff inductions.

- Collaborated with departments to ensure compliance with HR policies and procedures.
- Actively promoted diversity and equality within the organization's culture.
- Successfully managed the recruitment process, including job description development and candidate shortlisting.
- Formulated and implemented HR policies covering various aspects such as working conditions, performance management, and equal opportunities.
- Provided recommendations on pay, benefits, and promotions, including conducting salary reviews.
- Administered payroll and maintained precise staff records.
- Managed employee grievances and disciplinary procedures.
- Assisted in planning and delivering employee training, including new staff inductions.

Government Secondary School

Teacher - NYSC

March 2007 - February 2008 (1 year)

Kekura, Nasarawa State

Taught, conducted CA tests and Examinations in Mathematics, Integrated Science, Physical & Health Education and Peer education.

A team player in the students Welfare & Health Committee

Education

University of Derby Online Learning

Certificate of Completion, Writing and Researching The Political Economy of Inequality · (April 2024)

National Open University of Nigeria (NOUN)

Master of Education - MEd, Educational Administration and Planning · (2015 - 2018)

University of Ilorin

B.Sc(Ed), Health Education · (2004 - 2006)

Alison

Advance Learning Certificate, Fundamentals of Human Resources · (2015 - 2015)

The London Academy Business School

