

ADESEKEJI OSHIKOYA

Jinadu Shotannwa Street, Grammar School

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PROFESSIONAL SUMMARY

Grow up with the best mind as a great professional efficient, result-oriented personnel who is adding value to the organization growth and development with valuable contributions as an employee and to the society at large

WORK HISTORY

TRAINEE ATTACHMENT

08/2003 – 07/2004

Department of Petroleum Resources – Victoria Island / Lagos State, Nigeria

- Preparation of license permit on oil products storage facilities at various level of categories (category A: DPK and AGO storage facility, category B: Filling Stations, category C: Oil Depots)
- Inspection of proposed ongoing and finished site for permits or licences processing
- Documentation, inventory and paper evaluation of oil marketers documents at various level of oil lifting and storage category
- Data uploading and data management
- Routing filling station pumps price and dispense standard quality control check
- Supported upstream inspectorate in improving operations and resolving issues to deliver top-notch customer service
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions
- Supported Operations Control Officer (Opscon) with daily operational functions
- Monitor multiple databases to keep track of clients' inventory

NYSC

09/2006 – 08/2007

Ministry of Environment (Department of Petroleum and Pollution) – Yenaguwa / Bayelsa State, Nigeria

- Inspection, evaluation and refer assessment solution to oil pillage sites and oil damage pipes
- Assisted in various Environmental Impact Assessment (EIA), documentation, evaluation and dissemination during acquisitions
- Monitored multiple databases to keep track of all department inventories
- Data management, records analysis and reporting
- Supported the HOD and Permanent Sectary of the ministry (as protocol personnel) with daily operational functions

FRONT DESK OFFICER

06/2007 -06/2007

IFAD\FGN\NDDC PROGRAMME (CBNRMP) 4TH WORLD BANK SUPERVISION MISSION BAYELSA STATE – Yenaguwa / Bayelsa State, Nigeria

- Bidding documentation, inventory, verification and evaluation
- Matrix uploading of information, data uploading and analysing
- Discussion recording and transcribing
- Automated bidding operations, managed client correspondence and supervised data communication
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency

SUPERVISOR**02/2012 – 03/2012****OAU Public Health Dept. in collaboration with Ondo State Government – Ifedora / Ondo State**

- Abiye Project Research and Evaluation
- Evaluation of children health procurement from age 0-6, pregnant women and nursing mothers
- Census on child birth, still birth death rate all around Ifedora
- Evaluation of various available health facilities and recommendations to reduce hazard by improving gear, behaviours and procedures standard
- Developed and maintained hygiene programs including facilities monitoring and hazardous material management plan

RESEARCH OFFICER**10/2012 – 12/2012****Federal Ministry of Health in collaboration with OAU Public Health Dept. –Benni kebbi, Ariugugu / Kebbi State, Nigeria**

- Health Facilities Waste Management and Colour Coding Evaluation
- Inspection and evaluation of available Personal Protection Equipment (PPE), clinical facility tools standard
- Inspection and evaluation of environmental hygiene and cleaning tools
- Performed site monitoring visit on various classes of waste generated, waste separation system (colour coding) and storage practice
- Analyses and data collation on waste transport facilities, various dumping sites, and final engagement to waste generated in all primary, secondary and tertiary health facilities in each local government in Kebbi state

REGIONAL SUPERVISOR**09/2008 – 10/2015****Corsican Brothers Nig. (Multichoice Nig) – Ikorodu, Lagos State**

- IBS operation and generation of daily log on link and password
- Customer profile loading and editing, cash transactions, transaction inflow rate edit and auditing
- Close-up monitoring and check on daily banking system of branches subscription
- Panning, budget and maintaining of office systems and utilities
- Adeptly handled number of inbound calls per day to ensure exceptional customers services
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions
- Worked directly with branches head, management to achieve exceptional result
- Close monitoring on weekly and monthly report of the branch offices to the headquarter
- Implemented marketing strategies which resulted in 300% growth of customer base

INTERNSHIP**10/2015 – 11/2015****Nigeria Maritime Administration and Safety Agency (NIMASA) – Apapa / Lagos State, Nigeria**

- Putting into practical practice at NIMASA the knowledge acquired from institute of maritime
- Worked at various department and unites e.g. Shipping & Development, Cabotage, Maritime Environmental Management, Legal and Maritime Safety & Security Development
- Worked directly with departments staff, client and management to achieve classic results and reporting

RESEARCH ASSISTANT**03/2017 – 03/2017****Ogun State Government in collaboration with academic for Health Development (AHEAD) – Ogun State, Nigeria**

- Screening tools for CSO involved in anti-corruption activities
- Mapping of CSO
- FGD interaction with CSO
- Capacity assessment building inception reporting and self-complete OCAT

AREA MANAGER

04/2017 – 12/2018

Visionscape – Lagos State, Nigeria

- Project planning and monitoring, area enumeration, mapping and strategic coordinating of area mapped (via GPRS) for waste management
- Evaluation and planning on waste generation and storage capacity system for mapped out area
- Waste relocation module
- Logistic and Fleet Management (fleet movement plan, fleet maintenance scheduling, fuelling logistic)
- Ensured operation is IOSH standard
- EIA and EIE of mapped out environment
- Environmental management with HSE procedure

SKILL

- Territory management, leadership, staff management, relationship building and management
- Documentation, inventory management, Data management and Data analysis packages
- Excellent interpersonal skills, pleasant personality and team player
- Excellent oral, writing and presentation skills
- Computer operation proficiency / IT
- Desktop publishing, operating system / internet
- Presentations, project planning, strategic, scheduling and reporting
- Passionate about health, safety of environment and management

EDUCATION

Postgraduate: Maritime Environmental

University of Lagos – Akoka, Lagos

2015

Advance Higher Diploma: Health and Safety Environment

University of Lagos – LUTH, Lagos

2014

Bachelor of Science: Chemical Engineering and Polymer

Lagos State University – Epe, Lagos

2004

GCSE

Iganmode Grammar School – Ota, Ogun

1998

AFFILIATIONS

Polymer Institute of Nigeria (PIN)

Nigeria Society of Chemical Engineers (NSCHE)