
Daniel, Olukayode Jacobs

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PERSONAL SUMMARY

An experienced, disciplined, and highly-motivated IT business personnel who has worked on a wide range of projects within the Private Sector. An Articulate and seasoned fluent communicator with strong investigation, problem-solving and decision-making skills, combined with a pragmatic approach and keen passion for Information and Communication Technology. He is given to Multi-tasking and Self-Motivated with a track record in fields such as data capture, meeting transcripts, Software management and Client Relationship Management.

CAREER HISTORY

Industrial Training – Arsenal Workshop Nigerian Naval Dockyard Lagos

July 1999 – June 2000

I served as a trainee under the naval officer in charge of maintenance and repairs of all electrical appliance been used on the EYINMIRIN Naval war ship. I also served as support staff, providing support to naval staff in need of one form of repairs or another in their cabin.

National Youth Service Corps – Amrud Industries Limited Owerri Imo State

Feb 2003 – March 2004

I was in charge of ensuring that the electrical panels that power the workshop where PVC pipes were been manufactured using recycled plastic material. I also served under the HR manager, overseeing the activities of the electrical technicians in the workshops.

ICT PROJECT MANAGER- Richsolt Resources Limited Lagos

February 2005-May 2006

Responsible for analyzing the needs of the business and its customers and coming up with solutions to business problems. I served as support ICT officer, ensuring that eLearning packages been offered to secondary schools functioned optimally.

Managing the work from initial request through estimation, approval, requirements, build and implementation.

- Delivered Functional and User Acceptance Testing.
- Writing business proposals
- Travelling to various locations around Lagos to engage with multiple stakeholders across the company to ensure all processes and requirements were properly defined.

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- Sales of e-learning Packages
- Enlightening of the public on the need for adopting e-learning option
- Securing e-learning contracts
- Installing and managing e-learning software for clients

BUSINESS ANALYST / ICT CONSULTANT – IMPACT MAKERS CSC LAGOS
August 2006 - June 2009

Responsible for scoping the business requirements and developing technical solutions. Involved in developing the implementation approach and managing the impact on all business areas.

Responsible for all aspects of the project from business analysis to plan management, stakeholder engagement and risk management. Assisted the IT team on the analysis and implementation of several IT projects.

- Strategic analysis undertaken and delivered to inform, manage and drive stakeholder expectations.
- Analysis & design for a web-based adaptable workflow system for use across the business to streamline endorsement procedure for administrative processes
- Operational Process Flow Reviews.
- Data Capture and design of meeting transcripts.
- Website and software management for small businesses
- Computer training for staff and management of schools, churches and small businesses.

Special Assistant on ICT and Training

to the Managing Director – EOM Communications

August 2010 - June 2012

- Travelling to various locations in Lagos to engage with multiple stakeholders across the company to ensure all processes and requirements were properly defined.
- Sit with major key players to conceive new ideas for the company.
- Involved in organizing workshops / training / presentations in ICT for staff of the company.
- Assisting in the preparation of user and system test plans.
- Providing a link between the company, customer, the development team and any third-party regarding software functionality throughout the development cycle.

Business Analyst – Covenant University

September 2012 – till date

- Data and process Capture
- Software development process documentation
- Meeting Transcripts

- Coordinating of Data Center Work-Study Student Activities
- Providing an E-Learning helpdesk for staff and learners delivering an effective and responsive support mechanism to solve and catalogue content and technical issues.
- Deputise for the E-Learning Manager when necessary or required
- Provide support for student in Payment and Registration.
- Software testing
- Provide Support for Covenant University Undergraduate Admission (CUSAS)
- Provide Support for Part time Undergraduate Admission and Open Distance Learning (ODL) Admission.

PROFESSIONAL EXPERIENCE

Technical

- Knowledge of Expertise in System design and development required for business process.
- Having a thorough understanding of how IT interfaces with multiple functional groups within an organization.
- Ability to construct process models including data dictionaries and volume estimates.
- Able to test business applications/software from a business perspective to ensure that all client requirements are incorporated into the design.
- Support for IT business processes and Software Applications.

Management

- Understanding service objectives and capturing business requirements through active listening & questioning techniques.
- Keeping abreast of new legislation, company strategy and policy and being able to identify its impact on ICT projects.
- Able to prepare written proposals, requirements specifications, invitations to tender and solution specifications.
- Able to identify business & systems process improvements from Big Picture to detail level.
- Excellent communication skills to manage and liaise with business and technical consultants to explore business process improvement opportunities.

KEY COMPETENCIES AND SKILLS

Learning on the Job skill, Communication Skill, Business Analysis, Relationship management, Business modelling, CRM & Workflow, Client Service relations, Data Migration Mapping, Software Testing and management.

EDUCATIONAL QUALIFICATION

YEAR	INSTITUTION	QUALIFICATION
1980 – 1986	Iganmode N/P School Otta, Ogun State	School Leaving Certificate
1988 – 1994	AUD Comprehensive College Ota, Ogun State	O' Levels
1995	Ijoko High School	GCE
1996	Abubakar Tafawa Balewa University Bauchi	Remedial Studies
1997 – 2002	Abubakar Tafawa Balewa University Bauchi	BEng Elect/Elect
2001	Word of Faith Bible Institute (WOFBI)	Basis Certificate Course (BCC)
2003 – 2004	City Computer Training Institute Owerri Imo State	Certificate in Computer Appreciation, Software management, Graphics and Internet Application
2006	Word of Faith Bible Institute (WOFBI)	Leadership Certificate Course (LCC)
2007 till date	Member Relationship Coaching Institute USA	Diploma in Relationship Coaching in View
February 2013	Google Apps Deep Dive Training	
April 5 th – 13 th 2014	35 Contact hours of Project Management Preparatory Course administered by Dream Youths International Ota, Ogun State.	Certificate of Completion.
2 nd – 8 th November 2014	Nigerian Network operators Group (NGNOG) hosted in Covenant University Ota, Ogun State	Certificate of attendance in System Administration Track.

TRAININGS ATTENDED

1. **Google Apps Training** at Covenant University
February 2013
2. **GNBO Website creation training** with whogohost and Upperlink Limited
November 2012
 - Easy-to-build and maintain, professional website
 - How to match mobile website
 - Hosting with gnbo.com.ng sub-domain
 - website hosting

Language:

English and Yoruba

Interest

Public Speaking, Writing, Helping People, Solving Problems, Surfing the web and Making a difference

REFERENCES

As would be required

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