



# DEBORAH OLUWASOLAPE OPASINA

Operations Manager



## Contact

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Lagos

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## Professional Summary

Exceptional Operations Manager focused on successful team building, cost-cutting and operational improvements, With over 6 years of experience applying exceptional planning and problem-solving abilities toward enhancing business plans and day-to-day activities. Results-driven and resilient in developing teams while improving processes and increasing productivity.



## Work History

2021-01 -  
Current

### Operations Manager

Nuben Group, Lagos

- Managing day to day operations, procurement processes and overseeing completion of on-going projects within tight deadlines and budgets
- Managed a team of 10 employees, ensuring clear communication, setting objectives, and motivating them to consistently deliver high-quality projects
- Oversee and sustain company budget, formulate annual budgets continuously and monitor them all through all year and make adjustments when necessary.
- Managed tight project budget by allocating resources efficiently and implementing cost-saving measures
- Organize all logistics surrounding ongoing projects ensuring smooth delivery of projects.
- Devising alternative sourcing strategies to mitigate delays and ensuring project



## Skills

Excellent communication skills



Operational Management



Cost reduction strategies



Budgeting and forecasting



Project Management



Strategic partnerships



Work flow planning



Procurement and sales



## Software

completion in challenging situations

- Maintained strong relationships with clients, negotiating contracts, and addressing their needs promptly.
- Managed inventory and supply chain operations to achieve timely and accurate delivery of goods and services.
- Organized logistics and materials for each meeting and took detailed notes for later dissemination to key stakeholders.

MS-Word



MS-PowerPoint



MS-Excel



Live Document



Sales force



Expensify



2019-01 -  
2021-09

## Operations Lead

Standard Educational Bookhouse, Lagos

- Managed team members in implementing successful educational programs while overseeing limited allocated budget
- Create annual reports with key information of schools that have benefited from the company's initiatives.
- Strategic planning and operational execution of multiple educational projects.
- Identifying cost-saving opportunities in daily operations, to achieve reduction in expenses
- Managed procurement process for educational resources and services ,ensuring cost-effectiveness, quality and ethical sourcing
- Coordinated internal assignments, scheduling and communications to extend informational transparency and workforce management.
- Recommended actionable changes, lead provisioning and draft plans to maintain operational status.
- Collected customer feedback and made business adjustments to improve retention and satisfaction.
- Recruited and trained 5 new employees in 2020.

## Languages

English



Yoruba



2017-01 -  
2019-01

## Executive Assistant

Standard Educational Book house, Lagos

- Provided administrative assistance such as writing and editing e-mails, drafting memos, and preparing communication on the CEOs behalf

- Organized meetings, including scheduling, sending reminders and organized catering when necessary
- Welcomed visitors and identified their purpose of visit before directing them accordingly.
- Achieved documenting Firm's data in well arranged MS-word Files where it can be updated and easily accessible
- Received and made telephone calls on behalf CEO
- Planned and organized various teacher trainings as well as make all administrative arrangements involved.
- Processed travel expenses and reimbursements for executive team and senior management.

2014-11 -  
2015-10

## ● **Administrative Assistant**

Lagos State Internal Revenue (LIRS), Lagos

- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient
- Executed record filing system to improve document organization and management
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and Tax payment data.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Assisted development and implementation of new administrative procedures.
- Created and maintained databases to track and record customer data.
- Organized logistics and materials for each meeting and took detailed notes for later dissemination to key stakeholders.
- Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
- Managed over 20 customers on a daily basis.



2017-01 -  
2018-04



## **MBA: Business Administration**

Caleb University

Distinction

2010-09 -  
2014-04



## **B.Sc.: Economics**

Redeemers University

2004-01 -  
2010-07



Doregos Private Academy

WAEC

O'levels



## **Affiliations**



Institute of Chartered Economists of Nigeria (ICEN)



## **Certifications**



[Effective Communication Techniques for  
Teachers ], [Alison] - [2021]