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AKINBONI Vincent T.

Personal Data	<p>Gender : Male Birth : 25th March 1973 Nationality : Nigerian Marital Status: Married</p>
Objective	<ul style="list-style-type: none"> ▪ Enhance my career within a fast-paced, quality driven, mission oriented environment. ▪ Have continuous experience in a professional services firm or in an environment and industry that places a high premium on excellence. ▪ To be part of a challenging, dynamic and team-spirited settings in which professional skills are fully harnessed and there is ample room for personal growth and development. ▪ Team-spirited, goal-driven, challenge welcoming.
Competence areas	<ul style="list-style-type: none"> ▪ Analytical Mind for processing information. ▪ High competency in computer Applications and Data Processing. ▪ Wide knowledge of the diversities of the Information Technologies ▪ Effective oral and written communication ▪ Business Consulting / Development ▪ Aviation / Travel Consulting ▪ Preparation of RFPs, agreement relating to Travel Services, Inspection Services, Monitoring, Warehousing and Collateral Management
Experience	<p>Oct 2012 ó Till Date EIMVA Services Ltd Plot 2A, Lateef Jakande Road Products & Projects Agidingbi Ikeja, Lagos, Nigeria</p> <p>e-mail: info@eimva.com</p> <p>Products / Projects / General Operational Management</p> <p><i>I joined EIMVA Services Ltd in Oct 2012 as the Products and Projects Management Lead after several years of experience in Travels and Aviation Industry and other establishments. I have several years of working experience in the General operational management in several establishments. I have considerable experience in Aviation Consulting, Operational Management, ICT, products Sales and Marketing, Key Account Management and many more in the aviation industry.</i></p> <hr/> <p>August 2009 ó Oct 2012 Carlson Wagonlit Travel 52a, Campbell Street (International Travel Express Ltd) Lagos Island Lagos, Nigeria</p> <p>e-mail: info@internationaltravelexpressltd.com</p> <p>Products / Information Technology / Projects Management</p> <p><i>I joined CWT Nigeria in August 3, 2009 as Products/ Information Technology / Projects Management after several years of experience in other establishments. I have several years of working experience in the Information Technology in several establishments. I have considerable experience in data entry, system analysis, reporting and storage; functioning of hardware and software, and safety of business information.</i></p>

Responsibilities

- Products Management Leads
- Projects Management Leads
- Ensure implementation is followed up to completion before GO live date
- Ensure key Accounts team retained all clients under CWT portfolio.
- Follows up with Finance Department and ensuring prompt payment of BSP payment dates.
- Ensure that all the systems / IT infrastructure are in good working condition
- Ensures that the systems function effectively for business at all times
- Determine upgrading of the system, new packages and maintenance
- Conduct staff training program designed by the company to ensure staff are global compliance before start of operations and also provide periodic training to team.
- Maintain a good record of all complaints for audit purposes
- Defines resources and schedule for products, project & program implementation
- Create strategies for risk mitigation and contingency planning
- Plan and schedule project deliverables, goals, milestones
- Direct and oversees project engineering team and manages conflict within group.
- Perform team assessment and evaluations.
- Efficiently identifies and solves project issues.
- Demonstrate leadership to define requirements for project risk.
- Develop request for proposal (RFP) for external services and Ensure all RFPs are responded to promptly
- Design and maintain technical and project documentation
- Liaising with third parties (GDS, Airlines, non-GDS Airline, Hotels and others to make sure all fare are loaded and travel policy are compliance with.
- Also for assistance in resolving technical issues
- Make presentations
- Report direct to MD/CEO

August, 2006 . August 2009

**HRG Nigeria
(BTI Nigeria)**

8 Festival Road,
Victoria Island
,Lagos Nigeria

E-mail: info@ng.hrgworldwide.com

Information Systems Analyst

I joined BTI Nigeria in August 1, 2006 as System Information Analyst after several years of experience in other establishments

Responsibilities

- USER SUPPORT: Assisting and advising users on how to use the technology available or assist in the event of a particular problem experienced with the technology in use.
- Maintenance and provision of technical infrastructure
- Check the Automatic Backup system daily. Data to be taken off site once a week.
- Check the system on Antivirus update and scanned infected system
- Advise on technical solutions
- Resolving users problems.
- Liaising with third parties (Amadeus, SITA, Air France, KLM, Brithish Airways, Virgin Nigeria, Virgin Atlantic, Aero Contractor and Lufthansa Airlines) for assistance in resolving technical issues.
- Organise the purchase of, and purchase any technical related equipment.

	<p>Also Providing IT/Business Development Support for:</p> <ul style="list-style-type: none"> • South African Airways / Airline Management Limited • IBERIA Airways • Delta Airlines / Skylogistics Nigeria Limited • FiveStar Travel Agent
<p>Other Responsibilities</p>	<p>Oct. 1999 . 2006 ACE NIG LTD 25B, Talabi Street, Ikeja, Lagos, Nigeria</p> <p>Subsidiary of ACE SA 1 rue Wagner 1202, Geneva, Switzerland E-mail: ace.geneva@ace-group.net Web: www.ace-group.net</p> <p><i>I joined ACE Nigeria in Oct 1, 1999 as Information Technology and later take on additional task from 2002, till 2006. I have several years of working experience in the Information Technology in several establishments. I am versed in audit! Stock monitoring and control, trainings and Installation and operation of management information system. Also have a wide knowledge in Quality Control, Warehouse Management, and Stock Monitoring, and Collateral Management Operations, and Services Agreement preparation</i></p> <p>Information Technology Officer</p> <ul style="list-style-type: none"> • IT Consultant. • Database Administrator • System Analyst • Implementing training course for new recruits. • Liaising with all relevant organs on development activities • Providing IT and other ACE Intelligent Reports • Upgrading ACE Operating Company's IT to World Class status • Updating Management with Competitors' activities <p>Oct. 2002 . Feb. 2006 ACE NIG LTD 25B, Talabi Street, Ikeja, Lagos, Nigeria</p> <p>Information Technology / Operational Audit Officer</p> <ul style="list-style-type: none"> • ICT Job related • Quality Control. • Warehouse Management and Stock Monitoring. • Collateral Management Operation. • Services Agreement preparation • Pre-Shipment Inspection Services • Warehouse Inspection Services • Audit and monitor all staff operations at Port, Warehouse and reports back to the country Manager and Human Resource / Admin Manager weekly.

	<ul style="list-style-type: none"> ▪ Designing and updating computer systems for data entry, analysis, reporting ▪ Ensuring that all computer system files are properly backed up. ▪ Ensuring that all computers, printers, telephone, e-mail and the network system are in proper working condition on a regular basis. ▪ Keeping stock control (consumables) documentation of contents in computer data safe and handling all operational intricacies as well as trouble-shooting before faults occur. Install and operate a management information system reflecting client information, contracts etc. ▪ Improve systems and Make presentations ▪ Coordinating and managing all Operations activities in the country, reporting to Country Manager. ▪ Managing Liaison Operations / Port / warehouse staff issues (work performance, staff assessment, training, personal development) ▪ Implementing all possible tools and controls to increase productivity and limit and track potential corruption/fraud, including operational auditing. ▪ Establishing in coordination with Contract Management the necessary reporting and monitoring mechanisms to maximize efficiency of operations within the operating contract ▪ Identifying, developing and implementing new procedures, IT and other tools aimed at improving the level of service and facilitate the import process ▪ Preparing and delivering a training plan relating to import procedures, tools and services to company employees, and Government officials ▪ Also, worked with the Operations Department on Pre-Shipment Inspection (PSI) activities which are carried out in conformity with Company's contractual obligations and matching client expectations. This I reports to Country Manager, in Lagos, Nigeria office.
	<p>1994–1999 <i>Ronik International Limited</i> 7/9 Ailegun Rd, Ejigbo, Lagos</p> <p>Computer Lab Officer</p> <ul style="list-style-type: none"> ▪ IT Consultant / System Analyst. ▪ Computer Lab Monitoring Officer. ▪ Implemented training course for new recruits · speeding profitability. ▪ Supervising the student on all kind of computer practical related courses ▪ Supervising students Project
	<p>1993–1994 <i>DOS Komputer System 104, Ojuelegba, S/L, Lagos</i></p> <p>System Analyst / Programmer</p> <ul style="list-style-type: none"> ▪ Programmer (Design a School MOM program for training primary school student) ▪ System Analyst ▪ Primary / Secondary School Computer Teacher
<p>Education</p>	<p>2010 Lagos State University</p> <ul style="list-style-type: none"> • B.Sc. Computer Science <p>2003 NIIT / ORACLE University Victoria Island, Lagos</p> <ul style="list-style-type: none"> ▪ ORACL DBA Completed <p>2003 Softscope Consulting Lagos, Nigeria</p> <ul style="list-style-type: none"> ▪ Certificate in Peachtree Complete Accounting <p>1996 University of Lagos Akoka, Lagos</p> <ul style="list-style-type: none"> ▪ Diploma in Computer Science. <p>1994 Ronik International Institute Ejigbo, Lagos</p> <ul style="list-style-type: none"> ▪ Certificate / Diploma in Data Processing Programming & Operations <p>1994 General Certificate Examination Ikeja, Lagos</p> <ul style="list-style-type: none"> ▪ O' Level G.C. E. <p>1992 C.A.C Grammar School Idanre, Ondo State</p> <ul style="list-style-type: none"> ▪ West African Examination Council.

<p>Computer Application Conversant With</p>	<p><u>Software</u></p> <p><u>Operating System:</u> DOS Environment, Windows Environment (Including Network Environment) LINUX ó (Mandriva Installation, Setup, Administering)</p> <p><u>Application Packages</u></p> <p>Microsoft Office ó All Version of Microsoft including Servers applications All other Technology products / Software</p> <p><u>Hardware</u></p> <p>Ability to operate on all different kind of computer system hardware including branded systems Ability to troubleshoot faults and fixed Ability to setup network and configuration. Ability to clone new system</p>
<p>Achievements</p>	<ul style="list-style-type: none"> • Development of online booking tool for Premier Trip (Travel Agency). • Development of online booking tool for Shell Nigeria Petroleum (GetThere). • Development of Database Improvement / Planning Programme for Federal Produce Inspection Services (FPIS) ó Lagos, Nigeria • Federal Produce Inspection Services Database Management Project Monitoring / Evaluation / Staff Training ó Lagos, Nigeria • Computerization of National Cotton Association of Nigeria (NACOTAN), KADUNA • Network ACE New office and also serve as Network Administrator • Trained all staff for both current office and previous office
<p>Professional Membership</p>	<p>PMI . Project Management Institute Member only Registrant ID: 5678</p> <p>IIBA . International Institute of Business Analyst member only Membership ID: 65236</p> <p>IIM . Institute of Information Management . Africa Senior Professional Member Membership ID: 00484</p>
<p>Voluntary Organization</p>	<p>International UN Volunteers UNV Number: 681617</p>
<p>Reference:</p>	<p>Contact Details On Request</p>