Emmanuel OLAGOKE

OPERATIONAL MANAGER



Emmanuel Olagoke

- Emmanuel OLAGOKE
- emmanuelolagoke12@gmail.com
- +234 901 885 8142
- No 9, YOMI ISOLA ONILEARO STREET ALAKIA ISEBO Ibadan Oyo state 2220900 EGBEDA
- April 25, 2000
- Ibadan
- Male
- Nigerian
- Unmarried
- ng.linkedin.com/in/emmanuel-olagoke-138a29294

Skills

- Operations Management
- HR Operations
- Project Coordination
- Workforce Coordination
- Financial Operations
- Process Improvement
- Workflow Management
- Stakeholder Management
- Employee Relations
- Operational Reporting

Profile

Operations and Business Development professional with experience across HR operations, workforce coordination, financial operations, business management, project coordination and international B2B marketing. Supported HR operations for a construction workforce of more than 3,000 personnel across two project sites, and handled monthly employee disbursement operations well over ₦40 million. Combines hands-on operational discipline with product thinking and systems design, translating business needs into organised workflows, accurate records and practical solutions. Ready to coordinate internal teams, projects and business operations in a technology environment.

Education

Bachelor of Arts (B.A.), English and Literary Studies **2023**
Federal University Oye-Ekiti

Employment

HR Executive **2025**
BridgeGap Consults, Ibadan

- Supported HR operations and workforce coordination in a construction environment involving more than 3,000 personnel.
- Coordinated HR administration across two airport renovation projects (runway construction and building renovation), each with separate project administration but a shared HR function.
- Handled onboarding and employment documentation for both workforces, completing approximately six or more new employee onboardings on a typical day.
- Maintained two HR databases using offline Excel spreadsheets and HR56, with separate documentation structures per project.
- Organised schedules to balance onboarding, database updates, documentation and reporting across both sites.
- Coordinated HMO registration, employee benefit updates, bank account opening with banking representatives, and pension-related processes.
- Prepared daily, weekly and monthly operational reports for the Lagos headquarters.
- Handled employee concerns on salary payments, health benefits and administration, escalating to headquarters where required.

Financial Operations Staff **Oct 2025 - Mar 2026**
Pale International Trading Company

- Received, processed and disbursed company funds to employees as part of daily financial operations.
- Supported daily disbursements for approximately 200–300 employees, with higher volumes when required.
- Handled recurring monthly disbursement operations well over ₦40 million in total value.
- Maintained accuracy, reliability and accountability while processing high-volume payments for an international business with a large workforce.
- Retained responsibility for assigned financial operations through to successful project completion.

Additional Skills

Administrative Management

Business Development

Client Engagement

Financial Accountability

Cross-functional Coordination

Product Thinking

Systems Design

Problem-Solving

Microsoft Excel and spreadsheet-based records management

HR56 database administration

HR documentation and operational reporting

SEO and GEO content research

digital marketing and social media management

Video editing and digital content development

AI-assisted research and productivity tools

business process and product concept development

Languages

English ●●●●○

Yoruba ●●●●●

International Marketing & Business Development Consultant **2026**

Focusun Refrigeration

- Conducted keyword and market research and developed SEO and GEO-focused content to improve digital visibility for industrial refrigeration and ice-making solutions.
- Supported marketing content and digital communication strategies for international markets.
- Edited promotional videos and established, updated and maintained social media channels.
- Researched prospective business clients and supported lead generation in English-speaking African markets.
- Proposed ideas on brand visibility, market positioning and engagement with prospects in Nigeria and other African markets.

Business Operations Manager **2015 - 2020**

Ronack Chalks

- Managed day-to-day operations of a small chalk production and distribution business.
- Oversaw inventory and stock records to support product availability.
- Coordinated product preparation, customer orders and order fulfilment.
- Negotiated with customers and managed commercial arrangements.
- Coordinated deliveries, maintained financial documentation and handled revenue remittances.

Extracurricular Activities

Media Team Member — National Youth Service Corps **2023 - 2024**

NCCF Ebonyi State

- Supported media, communication and organisational communication activities during national service.

Selected Product & Systems Design Initiatives

SafeTrade — Trust and Transaction Protection Concept

- Independent conceptual product-design initiative: a proposed digital transaction-protection model addressing buyer/seller trust.
- Explored escrow workflows, milestone-based fund release, verification, dispute management and risk controls.

Echo AI — Organisational Knowledge Platform Concept

- Independent conceptual initiative: a proposed AI-powered organisational knowledge platform.
- Explored low-bandwidth information access and knowledge-management workflows, applying business problem analysis, workflow design and systems thinking.

Achievements

- Established a structured HR workflow across two project sites despite limited office space and printing facilities.
- Identified the need for a dedicated HR workspace and engaged the project manager, resulting in one being provided.
- Helped resolve a salary-payment incident by calming affected employees, confirming their account details and escalating to headquarters; the affected employees subsequently received their salaries.
- Delivered accurate, accountable monthly disbursement operations well over ₦40 million while supporting hundreds of employee payments daily.
- Contributed market-development and marketing strategy ideas to the team's broader commercial efforts; the company subsequently reported a US$4,500 deal (team outcome).
- Coordinated the full business cycle from inventory and customer negotiation through delivery and financial remittance.