

FREEDOM JOSEPH OMOJUWA

Email: freedomomojuwa@gmail.com **Mobile:** +234 8100673961 ; +234 9158861922 **Linkedin:** [freedom-omojuwa](https://www.linkedin.com/in/freedom-omojuwa)

PROFESSIONAL PROFILE

Highly motivated and detail-oriented professional with experience in Quantity Surveying, administration, and data analysis. Skilled in cost estimation, budget control, project evaluation, data management, and Microsoft Excel for reporting and decision-making. Proficient in data entry, cleaning, and analysis to improve operational efficiency and business performance. Experienced in social media management, content creation, video editing, and graphic design. A dependable and adaptable team player committed to delivering high-quality results and continuous professional growth.

WORK EXPERIENCE

Quantity Surveyor Intern (2022- 2023)

Artwell Fitz, Lagos State

- Supervised on-site construction activities, ensuring projects were completed on time, within budget, and according to quality and safety standards.
- Prepared site reports and conducted field assessments to support data-driven project decisions and monitor progress.
- Assisted in preparing Bills of Quantities (BOQs) and utilized Microsoft Excel for inventory tracking, workforce schedules, and monitoring work milestones, enhancing operational efficiency
- Managed site resources, including storekeepers and security personnel, while overseeing renovation and alteration projects to ensure seamless execution.

Data Entry and Administrative Assistant (NYSC) (2025 – 2026)

Straight-Gate Publishers Limited, Oyo State

- Managed administrative and data tasks, including data entry, data analysis, inventory tracking, and reporting using Microsoft Excel and Google Workspace to support operational efficiency.
- Created and managed an automated digital request slip using Google Forms, Google Docs, Google Sheets, and Autocrat, streamlining requests and reducing manual processing time.
- Managed social media platforms, including content creation, video editing, graphic design, and audience engagement, driving brand visibility, digital reach, and follower interaction.
- Handled procurement activities, including sourcing, purchasing, and vendor coordination, ensuring timely availability of materials and cost-effective operations.
- Performed data entry and management of the customer database, recording daily invoices, sales, orders, complaints, and inquiries to maintain accurate and up-to-date records for operational and reporting purposes.

Ecency & Read Cash (2020 – 2024)

Freelance Writer

- Authored engaging articles across diverse topics to inform readers and showcase expertise.
- Built and nurtured an active online community through informative, relatable content.
- Managed end-to-end content production, including research, writing, editing, and publishing, to maximize audience engagement and interaction.

EDUCATION

Livingstone College Secondary School Certificate	2010 - 2016
University of Lagos Foundation program Joint Universities Preliminary Examination Board (JUPEB)	2017 - 2018
University Of Lagos Bachelor Of Science in Quantity Surveying (Second Class Upper)	2018 - 2024

ACADEMIC PROJECT

Development of Algebraic Equations for Estimating Piling Construction Works

University of Lagos | Final Year Research Project | 2024

- Developed algebraic models for estimating costs of materials in piling construction projects.
- Collected, cleaned, and analyzed construction data to identify key variables affecting piling costs.
- Applied mathematical techniques to formulate predictive estimating equations.

PROFESSIONAL DEVELOPMENT

Excel Skills for Business Specialization: Macquarie University (Offered through Coursera)

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| • Excel Skills for Business: Essentials (link) | May 19, 2023 |
| • Excel Skills for Business: Intermediate i (link) | July 21, 2023 |
| • Excel Skills for Business: intermediate ii (link) | Sept 9, 2023 |
| • Excel Skills for Business: Advance (link) | Dec 18, 2024 |

VOLUNTARY EXPERIENCE

Christ Ambassadors Parish

2022 - Present

Finance and Administrative support

- Prepared and managed detailed weekly and monthly financial remittance reports using Microsoft Excel, fostering transparency and accuracy in financial operations.
- Created and maintained a database of church members, including personal details, detailed records for individuals in various department groups.
- Assigned and tracked tasks for individuals across various departments, promoting accountability and efficient workflow.

SKILLS

Technical Skills

- Microsoft Excel
- Power Bi
- Tableau
- SQL
- Google Workspace
- Canva
- Capcut

Soft Skills

- Attention to Details
- Time Management
- Adaptability & continuous learning
- Effective communication

Other Skills

- Report Writing
- Research